TAMMIS-MEDSUP

Theater Army Medical Management Information System – Medical Supply

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US ARMY MEDICAL DEPARTMENT

AMEDD Year 2000 Contingency and Continuity of Operations Plan

Version 5.0

FOR

TAMMIS MEDICAL SUPPLY (MEDSUP)

US ARMY MEDICAL INFORMATION SYSTEMS AND SERVICES AGENCY (USAMISSA)
THEATER ARMY MEDICAL MANAGEMENT INFORMATION SYSTEM
SAN ANTONIO, TEXAS 78217

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Executive Summary

This TAMMIS MEDSUP Year 2000 (Y2K) Continuity of Operations Plan (COOP) is written to help ensure the MEDSUP system is not adversely effected by year 2000 events. Year 2000 problems stem from the practice of using two digits instead of four digits (“99” vs “1999”) to represent the year, resulting in the inability of computers and devices to interpret Year 2000 dates as greater than 1900 dates. This problem is compounded by the fact that corrupted data can be perpetuated through interfaces with other information systems.

The TAMMIS System Project Office, USAMISSA, has prepared this COOP to provide sufficient information, detailed policies and procedures to insure critical mission requirements continue in the event of Y2K problems in TAMMIS operating Supply Support Activities (SSAs), as well as individual using units throughout the world. Both manual and automated procedures are described in detail to allow the TAMMIS MEDSUP user to transition and return to automated processing as soon as possible. This COOP also addresses the requirement to meet AMEDD/HA Y2K contingency requirements. This COOP was developed as a stand-alone document to address TAMMIS MEDSUP requirements only.

This plan has been developed per guidance contained in the DOD MHS Year 2000 Contingency and Continuity of Operations Planning Guide.

MEDSUP is a mission critical subsystem of TAMMIS. This plan addresses all phases of the MEDSUP mission. Y2K contingency planning activities contained in Appendix D are prioritized based on their probability of occurrence and their potential impact to the MEDSUP mission. Appendix D also addresses possible failure modes that could impact on system operations and mission accomplishment.

Manual procedures as well as back-up procedures are provided in various appendixes. Also risk mitigation efforts for computer systems, communication systems, data collection and analysis tools have been addressed as they apply to the MEDSUP system and are included as appropriate appendixes. Besides having a plan available to execute if Y2K events adversely impact MEDSUP mission capability, one of the major benefits of developing this COOP, has been the exercise of identifying essential sub-systems and work-arounds required to protect medical logistics mission capability. This plan will continue to evolve and be updated as we gain more knowledge of potential Y2K event impacts.

1. PURPOSE

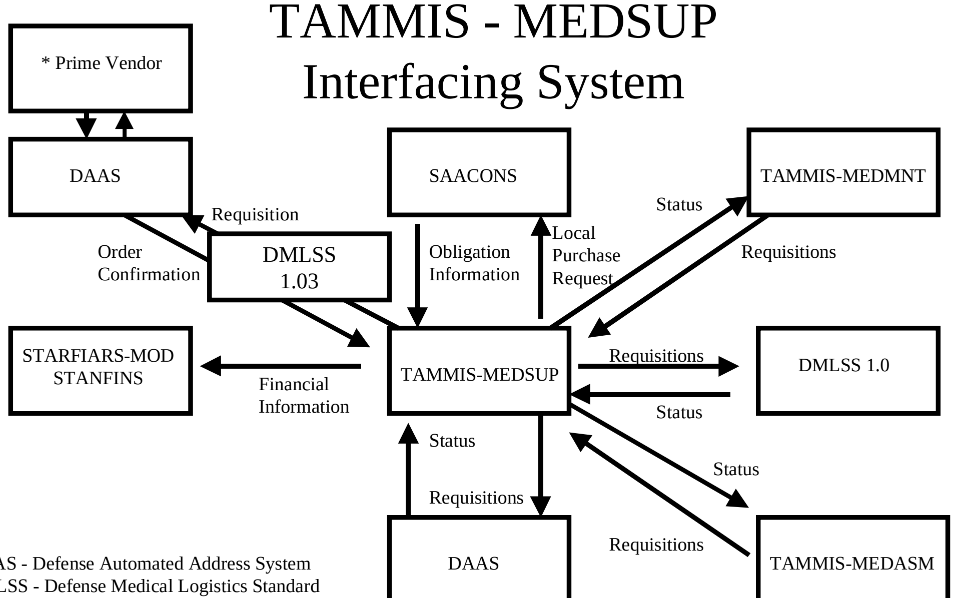
The purpose of this plan is to provide Year 2000 (Y2K) contingency planning information to all AMEDD (MEDSUP) system personnel (TAMMIS using MEDSUP activities) in the event that the MEDSUP systems or processes are adversely impacted during the transition to the year 2000. It applies to all medical treatment facilities and tactical units that have an assigned Stock Record Account and the MEDSUP system is in place and operating. This plan will be updated as required and will remain in effect until rescinded by the OTSG, AMEDD, DCSLOG Functional Proponent.

2. SYSTEM DESCRIPTION

The Theater Army Medical Material Management Information System (TAMMIS) was designed to focus primarily on wartime operations, but it is also used for training, contingency operations, and supporting some peacetime operations. It supports readiness missions in garrison and during training exercises: therefore, ensuring transition from peacetime to wartime operations. TAMMIS consists of six subsystems supporting logistics and patient administration functions. One of the subsystems supporting logistics is MEDSUP. This plan is designed to address COOP procedures for MEDSUP only and to provide manual and automated support for the accountability of all medical materiel (supplies and equipment) at all AMEDD Medical Treatment Facilities, Medical Logistics Battalions and Contingency Hospitals. MEDSUP automates the management and requisitioning of medical supplies (Class VIII) required to support the medical needs of US military units. It operates at the Division Medical Supply Office (DMSO), Medical Logistics Battalions and TO&E hospitals within the Corps and Communications Zone (COMMZ), and at TDA hospitals in CONUS. MEDSUP manages local inventories of medical materiel required to support local and external medical units. MEDSUP capabilities include replacing all Class VIII manual reports, providing customer reorder lists for reordering and inventory, providing both standard and user-designed reports, and allowing for double edit of high dollar and high quantity transactions. In addition, the Prime Vendor Program provides an alternative method of ordering medical supplies which reduces the order and ship time for Prime vendor items to less than 24 hours in CONUS; thereby greatly reducing inventory levels and costs associated with ordering and storing inventory. MEDSUP reduces user input error, eliminates complex reordering procedures, provides on-line edits to identify potential problems and enhances Class VIII management. However, when a system failure occurs, a concerted effort must be made to effect coordination with the TAMMIS Customer Support Office prior to initiating manual procedures. The failure should thoroughly be evaluated at the local level and all resources must be prioritized to restart ASAP. The Customer Support Office will initiate the recommendation that the system failure cannot be solved with a specified period or greater than 48 hours. The decision to go manual is a very critical decision and should be initiated as a last resort solution based upon directions from the higher headquarters.

THE FOLLOWING CHART ILLUSTRATES HOW TAMMIS MEDSUP INTERFACES WITH OTHER SYSTEMS IN AN AUTOMATED ENVIRONMENT.

TAMMIS - MEDSUP
Interfacing System



DAAS - Defense Automated Address System
DMLSS - Defense Medical Logistics Standard Support System
SAACONS - Stand Army Contracting system
STANFINS - Standard Financial Inventory System
STARFIARS - MOD - Standard Army Finance Accounting & Reporting System - Modified
TAMMIS - Theater Army Medical Management Information System
MEDASM - Medical Assemblage Management
MEDMNT - Medical Maintenance
MEDSUP - Medical Supply

* Prime Vendor flow will be via DMLSS 1.03 and will be implemented at all TAMMIS locations by 1 Oct 99

3. SCOPE

All changes to the MEDSUP system to support the transition to the Year 2000 were audited and certified Year 2000 compliant 18 Dec 1998 and are available on the TAMMIS Internet Web Site. The latest plan is 5.0, which incorporates the changes since the certified release. All changes have been tested to insure that there was no adverse impact to the Year 2000 compliance. Any updates required to the system prior to the Year 2000 transition will be evaluated for the impact on this plan and the plan will be updated accordingly.

4. BACKGROUND

The Year 2000 (Y2K) problem stems from the practice of using two digits instead of four to represent the year, resulting in the inability of computers and devices to interpret Year 2000 dates as greater than 1900 dates. This problem becomes increasingly complex since corrupted data can be perpetuated through interfaces with other information systems. Automated systems such as, MEDSUP rely heavily on computers for mission accomplishment. Because of the widespread practice of using only two digits to represent the year in computer databases, software applications, and hardware chips, the potential exists for the failure of automated information systems (AIS) and infrastructure related items on or about 1 January 2000. This potential for failure is referred to as the "Y2K problem". Y2K related difficulties will arise when date cognizant devices attempt to sort or calculate using the year "00", not recognizing that the year is actually 2000. The resulting inaccuracies in date-related calculations could generate corrupt results and potentially cause systems to fail. Also, if erroneous data go unrecognized, the problem could be perpetuated through interfaces (whether fully automatic or "air gapped" such as hand-carried disk or tape) to other systems including systems outside of AMEDD. As if this wasn't bad enough, many systems have faulty logic that will not recognize the year 2000 as a leap year, leading to the incorrect calculation of the day of the week from 29 February 2000 through the end of the year. Other systems have triggers that are executed based on specific values of date fields, and still others have numeric overflow or rollover problems. The Y2K problem is unique in that our traditional COOP plans and back-up systems may be effected by the same problem(s) as our primary systems - thus rendering them useless. In some cases, the Y2K problem may require a completely different method of accomplishing the mission. The benefits of information technology (IT) have been applied to many aspects of our missions. In many cases, IT allows us to do our jobs better, cheaper, and faster than could be done without it. As the new century approaches, incorrect data generated by date-related processing could have detrimental effects on all information technology (IT) systems. Our challenge is to overcome the potential widespread failure of systems and equipment due to problems associated with processing date information associated with the year-2000. In many instances, Y2K related failures could seriously impair the AMEDD mission. To address this Y2K problem, AMEDD directed development of this COOP to identify potential risks and plans to continue operations when failures occur.

5. CRITICAL MIDNIGHT CROSSINGS

The dates listed below constitute the minimum set of critical dates that have been identified and should be considered in the future when addressing potential year 2000 transition risks:

- 30 Sep 1999 to 1 Oct 1999: For the government calendar, this is the beginning of the fiscal year 2000.
- 31 Dec 1999 to 1 Jan 2000: This is the basic Y2K transition and the one that is most likely to cause a product or process to fail.
- 28 Feb 2000 to 29 Feb 2000: The year 2000 is also a leap year, although some systems may not recognize that. Systems may not perform the leap year calculation properly.
- 29 Feb 2000 to 1 Mar 2000: This time frame must be watched to ensure systems don't calculate a February 30th.
- 30 Sep 2000 to 1 Oct 2000: This time frame must be watched to ensure systems evaluate the fiscal change over properly.
- 30 Dec 2000 to 1 Jan 2001: This final risk period completes the leap year evaluation by establishing that the system "knows" that the year 2000 has 366 days.

As a minimum precaution, you must ensure that end of day cycles have been processed prior to the midnight crossings, a MEDSUP backup tape created, and all current monthly and daily MEDSUP products are produced and printed in case it becomes necessary to implement the manual mode of operation on any of these days. These products become the baseline for your manual operations. Consideration must also be given to limiting the granting of leave, ensuring recall processes are in place and executable, and prepositioning personnel during these potential critical periods.

6. REFERENCE DOCUMENTS

a. The following documents were utilized in the preparation of this plan:

DOD Year 2000 Management Plan**,** 25 January 1999
DOD 3026.26 Continuity of Operations Policies and Planning, 26 May 1995
OSD (HA) MHS Year 2000 Contingency and Continuity of Operations Planning Guide, 1 Oct 1998
Contingency Planning Guidance, 1 Oct 1998

b. The following documents, at a minimum, must be available at the using unit and SSA levels to be able to function in automated as well as a manual environment:

AR 40-61, Medical Logistics Policies and Procedures
AR 710-2, Inventory Management Supply Policy Below the Wholesale Level
DA PAM 710-2-1, Using Unit Supply System (Manual) Procedures
DA PAM 710-2-2, Supply Support Activity Supply System: (Manual Procedures)
TAMMIS User's Manual

c. Forms to be utilized in a manual environment are provided in a separate appendix in this document. Copies can be downloaded from the Internet or copies can be made locally from the selected forms provided in Appendix I.

7. TRIGGER MECHANISMS/WORK AROUNDS/ALTERNATE AND MANUAL PROCEDURES

a. **COOP EXECUTION.** This COOP will be executed for any serious degradation of the MEDSUP system capability related to Y2K failures. Examples of potential hazards are contained in Appendix D. If there are any serious service disruptions affecting mission accomplishment, the affected organization will promptly notify the TAMMIS Customer Support Office (CSO) Help Desk, DSN 421-8533 (Commercial 1-800-927-7675), and provide an assessment of the degradation. Trigger events or system indicators that may require activation of this plan include erratic system results, system degradation, corrupt data, or catastrophic failures. Programs such as Prepare File for Supplier (outgoing transactions) and Load Process Incoming File (incoming transactions) may cause fatal errors due to corrupted data files. For each of the critical Y2K dates listed above, medical logistics must check system functions and judge the results of their performance, evaluate actual damage, determine any corrective action required, and notify all effected parties. Medical logistics will promptly implement actions to restore mission capability when possible and notify the TAMMIS CSO Help Desk of any mission degradation. Alternatives, in the event of disruption, are identified in Appendices C and D to this plan. For serious disruptions, execution of these alternatives will be at the direction of higher headquarter in coordination with the program office.

b. **HIGHER HEADQUARTERS.** Units will not resort to contingency operations until notified by higher headquarters. If research indicates that the problem will be corrected within 48 hours, units will not resort to contingency operations. Units will continue normal operations, to the extent possible, without the system. Data will be stored in chronological order and be entered into the system when it is operational. Any suspected Y2K problems must be reported through normal problem reporting channels.

c. **POWER.** If commercial power is anticipated to be down for more than 48 hours, the use of tactical power generation should be explored.

d. **TELECOMMUNICATIONS.** If commercial telecommunications are down, couriers will be employed to transport magnetic media. If outages are expected to last longer than 48 hours considerations should be given to using available tactical communications.

e. **HARDWARE.** If hardware is found to be non-compliant, it will be swapped out for the second set provided by the TAMMIS Program Office from available resources or contractor/vendor support. If this process is anticipated to exceed 48 hours consideration should be given to process at an alternative site.

f. **SOFTWARE.** If TAMMIS software fails for Y2K and the outage is expected to last longer than 48 hours, units will take action to prepare to revert to manual procedures upon direction from higher headquarters.

8. EXIT CRITERIA

Returning to normal operations normally occurs when the AIS project office and/or other organization has repaired the system (or system element) that triggered the contingency operation, affected the repair at the operating site and provided instructions for resuming normal operations. To affect normal operation may typically involve some or all of the following actions:

- Data recovery which may involve reloading the last correct data back-up and recapturing data recorded manually during the contingency operating period and preparing it for data entry.
- Locally testing the AIS (or other system elements) to ensure normal operations have been achieved by the system element repair (directions are provided by the AIS project office should local testing be necessary)
- Assuming normal operations by notifying all parties involved that manual operations have ended and normal automated operations will be begin at a specified and coordinated time.

9. ROLES AND RESPONSIBILITIES

USAMISSA TAMMIS PMO's role is to ensure that users of the MEDSUP system have a smooth transition to the new millennium. TAMMIS PMO is responsible for correcting any systemic Y2K problems that may have been overlooked in the Y2K certification. TAMMIS PMO must stay directly involved with the Y2K issue because AMEDD medical logistics mission relies heavily on the MEDSUP computer information system. Every medical logistician must continue to take a direct and active role in the Y2K resolution process, acting decisively and proactively to ensure that their systems, equipment, and forces are mission ready.

10. POINTS OF CONTACT

ORGANIZATION	TELEPHONE	NAME & EMAIL
USAMISSA TAMMIS PMO	210-221-1300	Denise Johnson
DENISE_JOHNSON@SMTPLINK.MEDCOM.AMEDD.ARMY.MIL		
Research, Analysis & Maintenance (RAM)	210-829-7541	Dave Ray
DAVE_RAY@SMTPLINK.MEDCOM.AMEDD.ARMY.MIL		
TAMMIS Customer Support Office	210-821-5784	Myrna Pina
MYRNA_PINA@SMTPLINK.MEDCOM.AMEDD.ARMY.MIL		

(Operates 24 hours per day during critical periods)

11. ASSUMPTIONS

The fundamental assumption is that due diligence and professional care have been used in assessing, renovating, and testing MEDSUP to ensure year 2000 compliance; however, TAMMIS MEDSUP using units and SSAs continuity plans should be developed and tested to address the possibility that failures will still occur because:

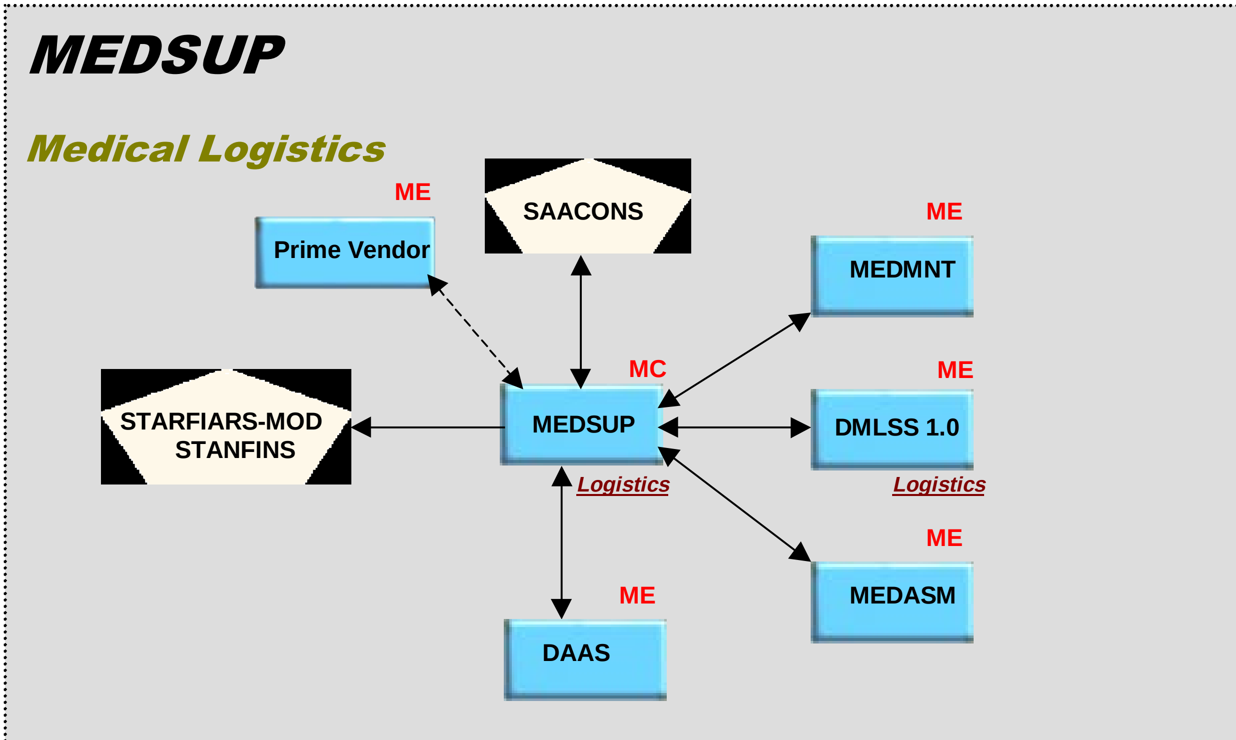
- Insufficient time, money, or personnel exist to find and fix all Y2K problems in systems and system interfaces supporting AMEDD operations.
- Some systems may be “infected” with bad date data from another organization’s system because it’s impossible to ensure that all externally interfaced organizations will have fixed their systems.
- Some problems will occur that are beyond AMEDD control which will impact on mission accomplishment.

12. COORDINATION ACTIVITIES

First and foremost is the fact that the MEDSUP system has a direct impact on patient care and is the primary reason this system is labeled as critical. Any interruption to the system must be immediately evaluated for its impact on providing support to patient care. The commander and health care providers must be advised of any degradation of service so appropriate measures can be taken; for example, the implementation of manual procedures may require medical facilities to stock additional days supplies in the patient care areas.

Actions must be taken to notify organizations responsible for systems that interface with MEDSUP and to resolve any Y2K compliance issues. These same organizations must be included in any efforts to resolve system Y2K related degradations, should they occur. Although there are no interfacing systems classified as critical, coordination may be required to implement changes necessary for continuity of operations. The systems that interface are:

- Standard Financial Inventory System (STANFINS)
- Standard Army Contracting System (SAACONS)
- Standard Army Financial Inventory Accounting and Reporting System – Modified (STARFIARS-MOD)
- Defense Medical Logistics Standard Support (DMLSS) System, Forward Customer Support Module
- Defense Automated Address System (DAAS)
- Prime Vendor (PV)
- TAMMIS Medical Maintenance
- TAMMIS Medical Assemblage Management



The above diagram provides the system architecture to better understand how MEDSUP functions in our current environment.

13. REVIEW AND UPDATE

This COOP will be updated monthly beginning 1 August 1999. It must remain a “living document” to keep pace with developments in system support requirements.

14. CONTINGENCY AND CONTINUITY OF OPERATION PLAN VALIDATION

This Contingency and Continuity of Operations Plan must be exercised at all MEDSUP user levels to ensure that it is functionally relevant and applicable and those action items contained in the plan have been accomplished.

15. TRAINING

Before conducting any exercise, personnel must be trained on the COOP content, exercise objectives, and exercise reporting requirements. This training must be completed before any critical Y2K midnight crossings. Also coordination must be rehearsed and practiced with the supporting SSA to insure communications during critical periods, or while MEDSUP is transitioning to a manual mode, or when directed by higher headquarters.

16. ZERO DAY STRATEGIES

A zero day strategy involves identifying those actions that will be taken on critical midnight crossings. It also includes troubleshooting/system "health analysis" procedures such as reviewing user screens, validating full system functionality, entering test data and verifying the system performs appropriate data processing functions and produces expected results. The table below addresses fundamental procedures to follow after any critical midnight crossings. In addition, Appendix E contains detailed manual operating procedures to be used in case the MEDSUP system is seriously degraded or drops off line and a decision by higher headquarters is made to initiate manual operations.

THEATER ARMY MEDICAL MANAGEMENT INFORMATION SYSTEM, PROGRAMMATIC ZERO-DAY STRATEGIES	
PLANNING ELEMENT	ELEMENTS OF ZERO-DAY STRATEGY
STAFF RESOURCE ASSIGNMENTS	• Limit leaves for personnel the week before and four weeks after the fiscal and calendar start dates (1 Oct 99 and 1 Jan 2000). • Include similar limited absence clause in written task statements/delivery orders with system developer and support contractor.
GENERAL READINESS	• Include in task statement/delivery order for FY99 that the developmental environment will be reserved for repairing and testing Y2K related system failures. • Include language requiring support contractor and vendor to devote key technical personnel to Y2K-related problem analysis and repair.
COORDINATION WITH INTERFACING ORGANIZATIONS	• Jointly develop zero-day strategy with DAAS Project Office emphasizing interface problem analysis and repair. • Conduct interface exchange tests and verify receipt of scripted data. • Review memorandums of understanding/agreements with DAAS to ensure roles, responsibilities, and resource allocations are in place and clearly understood.
OPEN ONGOING COMMUNICATIONS	• Review and test lines/methods of communications with the user community the last week of September 1999 and the last week of December 1999. • Validate POC list in mid September. • Begin issuing Y2K bulletins to user community during September 1999. First issues to advise user community of test scenarios, current POC list, review problem reporting procedures, and other topics deemed appropriate. • Use Y2K bulletins and the TAMMIS Web Site to advise user community how best to respond to Y2K incidents. • Develop and publish multiple avenues for communicating with the TAMMIS Project Office.
PROJECT	• For each major problem event (system failure that cannot be

SCHEDULES	corrected with in 48 hours) a task/project name, number, and master schedule will be manifested. • An event schedule will be developed and agreed to by all participants (interfacing organizations, contractors, and vendors), and other interested parties.

APPENDIX A - ACRONYMS

AIS	Automated Information System
AMEDD	Army Medical Department
COOP	Continuity of Operations Plan
CP	Contingency Plan
CSO	Customer Support Office
C^o	Consequences of Occurrence
DAAS	Defense Automated Address System
DCSLOG	Directorate of Logistics
DFAS	Defense Financial Administrative System
DISA	Defense Information Systems Agency
DMLSS	Defense Medical Logistics Standard Support (DMLSS) System
DoD	Department of Defense
DoD	Department of Defense Directive
DRMO	Defense Redistribution and Marketing Office
EDD	Estimated Delivery Date
IT	Information Technology
MHS	Military Health System
MEDASM	Medical Assemblage Management
MEDMNT	Medical Maintenance
MEDSUP	Medical Supply
NOD	Network Operation Division

OASD(C3I)	Office of the Assistance Secretary of Defense (Command, Control, Communications, and Intelligence)
OASD(HA)	Office of the Assistance Secretary of Defense (Health Affairs)
OMB	Office of Management and Budget
OTSG	Office of The Surgeon General
PM	Project or Program Manager
PMO	Program Manager Office
PV	Prime Vendor
P^o	Probability of Occurrence
RAM	Research, Analysis & Maintenance Inc.
RC	Risk Classification (high, medium, low)
SAACONS	Standard Army Contracting System
SSA	Supply Support Activity
STANFINS	Standard Financial Inventory System
STARFIARS-MOD	Standard Army Financial Inventory Accounting and Reporting System - Modified
TAMMIS	Theater Army Medical Management Information System
TAMADM	TAMMIS Administration
USAMISSA	U.S. Army Medical Information Systems and Services Agency
Y2K	Year 2000

APPENDIX B – GLOSSARY

Contingency Hospital	A fixed medical treatment facility stored and set up to support war readiness requirements.
Critical Midnight Crossings	A term used to denote certain days when the calendar date changes which is affected by the Millennium change from the 1900s to the year 2000.
Y2K Problem	Problems associated with the change of any date to a year 2000 date.

APPENDIX C - SYSTEMS CONTINGENCY PLAN

This appendix contains a fundamental systematic approach to dealing with system problems. The subject headings are:

NORMAL OPERATING PROCEDURES. This column covers problem resolution procedures in a normal environment.

RISK/PROBABILITY OF OCCURRENCE/CONSEQUENCES/RISK CLASSIFICATION. These columns identify contingency hazards or risks that are addressed in the plan. Risk assessment is the first step in preparing the system element of the AIS contingency plan. It is conducted in three stages:

Identify risks. The identification, under the system contingency plan, involves the analyses of risks that might inhibit the AIS project managers' ability to identify, report, analyze, repair, test, and distribute system repairs to the user community.

Determine the probability of occurrence (P^o) and consequences of occurrence (C^o). Once a set of risks or hazards is identified, the P^o and C^o are subjectively determined and rated as a low, medium, or high risk.

Determine the risk classification (RC). Risk classification is determined by multiplying P^o and C^o. General rules for arriving at risk classification are contained in the table below.

RISK CLASSIFICATION GUIDELINES

P^O	TIMES	C^O	EQUALS	RC
Low	X	Low	=	Low
Low	X	Medium	=	Medium
Low	X	High	=	Medium to High
Medium	X	Low	=	Low
Medium	X	Medium	=	Medium
Medium	X	High	=	High
High	X	Low	=	Low to Medium
High	X	Medium	=	Medium to High
High	X	High	=	High

CONTINGENCY OPERATIONS MODE. This column addresses procedures to be used in a contingency environment.

MEDSUP System-Level AIS Contingency Plan					
Normal Operating Procedures	**Risk**	**P°**	**C°**	**RC**	**Contingency Operations Mode**
Problem Identification					
1. User reports problem by calling local MEDSUP supervisor or system administrator.	Local help desk unable to resolve.	L	H	H	User implements partial/full contingency operating mode (e.g., manually support business process).
2. User reports problem to CSO.	CSO unable to resolve.	H	H	H	User implements manual operating mode pending problem resolution.
3. CSO reports problem to AIS Project Manager.	AIS Project Office unable to resolve.	H	L	L	User implements manual operating mode pending problem resolution.
Problem Analyses					
1. AIS Project Staff resolves problem, provides fix guidance to site.	Project staff unable to resolve problem.	L	H	M	Activate contractor/vendor support IAW statements of work/delivery orders.
2. Determine if problem is caused by hardware, system software, or local/wide area communications.	Failure to identify problem cause by AIS PM.	L	L	L	Implement contract/delivery order to conduct problem analyses. Use vendor developmental environment, as arranged.
Software Repair/Problem Resolution					
1. AIS Project Office repairs problem, provides fix to user.	Unable to resolve, not an AIS problem	L	L	L	Exercise joint agreements with interfacing organization/project.
2. AIS Project Office repairs problem, provides fix to user.	Unable to resolve, software problem	L	L	L	Exercise pre-existing written agreements with hardware vendor to repair and distribute/deploy repair.
3. AIS Project Office repairs problem, provides fix to user.	Unable to resolve, local/wide area communications problem.	L	L	L	Implement agreement(s) with USAMISSA NOD/vendor to resolve problem. Implement agreement to use contractor resources. Implement on-site problem resolution procedures.
4. AIS Project Office repairs problem, provides fix to user.	Unable to resolve, system SW issue.	L	L	L	Exercise repair agreement(s) with vendor(s) to affect repair.
Software Distribution					
1. AIS Project Office distributes software fix via U.S. Mail /FEDEX distribution magnetic media.	U.S. Mail too slow to meet distribution requirements.	L	L	L	Express mail option, as appropriate. Validate data recovery procedures during testing, and include instructions for data recovery.
2. Hardware fix implemented by vendor.	Vendor is overrun with Y2k problems.	L	L	L	Exercise agreement(s) for vendor(s) or alternate sources to conduct on-site repair and implementation.

APPENDIX D – CONTINUITY OF OPERATIONS PLAN (COOP)

This Continuity of Operations Plan addresses possible failure modes that could impact system operation and mission accomplishment. It focuses more directly on user needs and specific work-arounds for these failure modes. Subject headings for the plan are:

PROCESS/FUNCTION. This identifies a particular function within the system, such as data processing, communication, or information presentation.

RISK/PROBABILITY OF OCCURRENCE/CONSEQUENCES/RISK CLASSIFICATION. These columns identify contingency hazards or risks that are addressed in the plan within each Process/Function. Risk assessment is the first step in preparing the system element of the AIS contingency plan. It is conducted in three stages:

Identify risks. The identification, under the system contingency plan, involves the analyses of risks that might inhibit the AIS project managers' ability to identify, report, analyze, repair, test, and distribute system repairs to the user community.

Determine the probability of occurrence (P^o) and consequences of occurrence (C^o). Once a set of risks or hazards is identified, the P^o and C^o are subjectively determined and rated as a low, medium, or high risk.

Determine the risk classification (RC). Risk classification is determined by multiplying P^o and C^o. General rules for arriving at risk classification are contained in the table below.

Risk Classification Guidelines

P^O	TIMES	C^O	EQUALS	RC
Low	X	Low	=	Low
Low	X	Medium	=	Medium
Low	X	High	=	Medium to High
Medium	X	Low	=	Low
Medium	X	Medium	=	Medium
Medium	X	High	=	High
High	X	Low	=	Low to Medium
High	X	Medium	=	Medium to High
High	X	High	=	High

PRE-CONTINGENCY PLANNING. This column addresses things to be done before the contingency to reduce the risk and help in preserving mission capability.

CONTINGENCY EXECUTION. This column identifies the procedures to be used if the contingency occurs and your system is impacted. It also focuses on maintaining mission capability.

POST CONTINGENCY RECOVERY. This column establishes procedures for returning systems to an "on-line" status.

RESOURCES. This is a summation of resources required to reduce risk prior to contingencies, execute contingency operations, and recover from contingency operations, including bringing systems back on-line in a normal operating mode. Resources may include such categories as funding, personnel, and equipment.

CONTINUITY OF OPERATIONS PLAN

MEDSUP Contingency of Operations Plan								
Process/ Function	**Hazard/Risk**	**P^0**	**C^0**	**RC**	**PreContingency Planning**	**Contingency Execution**	**Post Contingency Recovery**	**Resources**
MEDSUP total system failure	Hardware platform failure	L	L	L	· Maintain current backups · Maintain/print current reports · Provide agencies written notification of alternate operating procedures	· Initiate manual operating procedures · Isolate and fix and/or replace hardware platform if possible · Notify Agencies	· Input any data processed while down · Restore database from backup · Notify Agencies	· User · AIS Technician
	Software failure	L	L	L	· Maintain current backups · Maintain/print current reports · Provide agencies written notification of alternate operating procedures	· Initiate manual operating procedures · Contact contractor for solution	· Input any data processed while down · Restore database from backup · Notify Agencies	· User · AIS Technician
	Power loss	L	L	L	· Maintain current backups · Maintain current reports · Provide agencies written notification of alternate operating procedures	· Initiate manual operating procedures · Notify Agencies · Shut down system before UPS go dead	· Input any data processed while down · Notify Agencies	· User · Generator
	Fire	L	L	L	· Maintain current backups offsite · Maintain current reports	· Operate manually if possible · Notify command · Notify AIS project office	· Input any data processed while down · Restore database from backup · Notify Agencies	· Fire Dept · User · AIS Technician
MEDSUP File Transmission	Loss Local Area Network Connection	L	L	L	· Transmit files frequently so there is not a backlog · Provide agencies written notification of alternate operating procedures	· Incoming information from agencies would need to be sent in another format (i.e. mail, fax, email, etc…) · Manually input information · Outgoing information to the agencies would need to be printed and sent via mail or fax. (or possibly email)	· Notify Agencies · Send any backlog · Resume normal transmissions	· User · CSO · NOD

	MEDSUP Working but Agency with problems	L	L	L	· Transmit files frequently so there is not a backlog · Obtain agencies written alternate operating procedures	· Work with that Agency to receive data through another process and manually input data to MEDSUP · Outgoing information to the agencies would need to be printed and sent via mail or fax. (or possibly email).	· Resume normal transmissions · Send/Receive any backlog not already manually processed	· User
Building Utilities (other than power)	Loss of temperature control	L	L	L	· Maintain current backups · Maintain current reports	· Initiate manual operating procedures · Notify Agencies · Shut down system before UPS go dead	· Input any data processed while down · Notify Agencies	· User

APPENDIX E – MANUAL OPERATING PROCEDURES AND INSTRUCTIONS

1. <u>USING UNIT SUPPLY SYSTEM (MANUAL) PROCEDURES).</u> When TAMMIS fails to be able to process, experiences a system shutdown, or incurs a Y2K problem, the responsible manager will try to take corrective action as appropriate to resolve the problem. Coordination must be affected and the problem must be reported to the TAMMIS Customer Support Office as outlined in this plan for resolution. If it cannot be solved locally, the Customer Support Office will indicate that the problem can or cannot be resolved within 48 hours. If the problem cannot be resolved within 48 hours, higher headquarters will be responsible to take actions to initiate manual operations. DA PAM 710-2-1, Inventory Management Using Unit Supply System (Manual Procedures) states the policy for initiating manual procedures and the methods to be used. Selected applicable portions of DA PAM 710-2-1 are included in Appendix J. Some of the more common forms needed for manual operations are provided in Appendix I and are available to be used if no other methods are available to obtain required forms. Also, procedures are provided in Appendix F for actions to be taken after restoring automated operations.

This section provides TAMMIS MEDSUP users with manual procedures for requesting and receiving supplies when automated systems have failed and a decision has been made to initiate manual procedures. It also addresses minimum requirements for record keeping to support the return to an automated processing method. This section also includes procedures for keeping the document register and due-in status files, and for requesting follow-up, cancellation or modification of open requests.

a. **<u>HOW TO REQUEST SUPPLIES:</u>**

(1) **<u>DA FORM 2765 or DA FORM 2765-1.</u>** Used to request expendable, durable or non-expendable single line items with National Stock Number (NSN) listed in the Army Master Data File (AMDF). It is also used by the source of supply to furnish supply and shipping status to requesting units.

Instructions for completing the form:

Enter the name and address of the SSA.
Enter the name and address of the requesting unit.
Enter the NSN of the item requested.
Enter the unit of issue.
Enter the quantity requested. Use all five positions. Enter zeros to the left of the quantity.
Enter the unit DODAAC.
Enter the Julian date.
Enter the document serial number.
Enter the demand code. “R” for recurring or “N” for non-recurring.
Enter the project code if assigned.

Enter the priority designator.
Enter the required delivery date or leave blank..
Enter the proper advice code to provide specific instructions to the source of supply.
Enter the cost detail account number when required.
Enter one or two words that describe the item requested.
Enter authorization of the item if applicable.

Note 1. An Urgency of Need Designator 03 for medical or disaster supplies or equipment (life and death priority) will be used to obtain supplies/equipment necessary to prolong life, relieve suffering, or expedite recovery in case of injury, illness, disease or prevent suffering or preclude epidemic situations, regardless of assigned FAD.

Note 2. Additional details on completing the form are contained in Chapter 2 of DA PAM 710-2-1 in Appendix J.

Note 3. Completed forms will be forwarded to the source of supply after approval by the responsible person via electronic means, telephone, fax, email, satellite communications, radio or sneaker network.

(2). DA FORM 3161. Used for the requesting the issue or turn-in of multiple line items usually on a fill or kill basis. Typically used for expendable/durable medical, housekeeping/administrative items, etc.

Instructions for completing the form:

Issue-enter an "X" for issue.
Number sheets consecutively.
Enter the total number of sheets included in the request.
(1) Enter the name and address of the SSA.
(2) Enter the name of the unit making the request.
(3) Enter the document number assigned to the request from the document register, the document number is the DODACC, julian date and serial number.
(4) Enter project code, if assigned, otherwise leave blank.
(5) Enter the required date of materiel requested, or leave blank.
(7) Enter the priority designator.
(8) Enter cost detail accounting information as required.
(10) Enter the authorizing publication.
(12a) Enter the item number, in sequence, for each item requested.
(12b) Enter the stock number of the item requested.
(12c) Enter one or two words that describe the item.
Enter the words "Last Item" after last entry.
(12d) Enter the unit of issue for each item requested.
(12e) Enter the quantity of each item requested.
(12f) Enter "R" or "N" for type of demand.
(12g) Leave blank, person signing for receipt of the items will complete the entry in ink.
(13) The requesting individual will print name, date and sign this form to include rank.

(15) When items are issued, the person signing for the items will print name, date, and sign this block, to include rank.

Note 1, 2 and 3 above for the DA Form 2765 applies, as appropriate. The preferred document to be utilized is the DA Form 2765.

(3). <u>DD FORM 1348-6.</u> Used to request non-NSN single line items and NSN single line items when the NSN is not listed in the AMDF.

Instructions for completing the form:

(1-7) Leave blank.
(8-20) Enter the NSN of the item requested.
(23-24) Enter the unit of issue.
(25-29) Enter the quantity requested. Use all five positions, enter zeros to the left of the quantity.
(30-35) Enter the unit DODAAC.
(36-39) Enter the julian date.
(40-43) Enter the serial number.
(44) Enter the demand code.
(45-53) Leave blank.
(54-56) Enter the proper end item code, if applicable.
(57-59) Enter project code, if assigned, otherwise leave blank.
(60-61) Enter the priority designator.
(62-64) Enter the required delivery date or leave blank.

Note 1, 2, and 3 above for the DA Form 2765 applies, as appropriate. The preferred document to be utilized is the DA Form 2765.

(d) Manual requisition procedures for Exercise PRY2K-4. Four (4) each draft MS Word files each of which contains 5 NSN's (total of 100 requisitions) in 80 CC MILSTRIP format will be utilized. All NSN are acquisition advice Code D. In developing the MILSTRIP format leave the DODAAC (cc 30-36) and Document Number (cc37-43) fields empty. Use Project Code Y4K in cc 57-59. Additionally, though not part of the 80 cc format, please develop a listing, in NSN sequence, of all NSN's used for the exercise. Ensure Project Code, Priority, Required Delivery Date, Advice Code, Quantity, MS Code, Unit of Issue, Document Identifier Code, Signal Code and Fund Codes are completed. The most critical issue is that using unit must contact the supporting SSA (MEDLOG BN) and work out the details on how requisitions will be prepared and forwarded in an actual scenario. Coordination with the SSA must continue throughout manual procedures to insure timely processing of information and elimination of misunderstandings (See special instruction for PRY2K-4 Exercise in Appendix L of this COOP).

b. <u>DOCUMENT REGISTER STATUS AND DUE IN FILE.</u>

(1). DA FORM 2064. Once manual operations commence a manual document must be prepared to record document numbers assigned to supply documents. It serves as the suspense file for open supply transactions. There are three types of document registers; non-expendable, durable and expendable. Appropriate registers must be maintained by each element within a unit that is authorized to submit requests to the SSA. The document register is also utilized to insure that a chronological tracking of all actions is available to transition back to the automated systems. The using units Property Book Officer designates by an informal memorandum those elements within the unit authorized to request medical supplies. He will ensure that document numbers are not duplicated among unit elements. The memorandum will assign a block of document serial numbers to be utilized. All supply documents generated during manual processing must be recorded in the document register to provide an audit trail for transitioning to the automated system (TAMMIS MEDSUP) upon the commencement of restore procedures.

Instructions for completing the form:

Completion instructions by column or block for DA Form 2064.
(Element keeping the register) Enter the element and the unit keeping the register.
(DOD Activity Address Code) Enter the unit DODAAC that will be put on the request.
(Unit Identification Code) Enter the UIC of the requesting unit.
(Page number) Enter page number. Pages are numbered in sequence.
(a) Enter the julian date
(b) Enter the assigned four digit document serial number. Restart the sequence daily.
(c) For request for issue or turn-in, enter the last three digits of the SSA's DODAAC. For other than request for issue or turn-in, enter name of the activity the document is sent to.
(d) Enter the stock number of the item being requested or turned-in.
(e) Enter one or two words of the item requested or turned-in.
(f) Enter hand receipt or other locally assigned identification for which the item is requested.
(g) Enter the priority of the request for issue, otherwise leave blank.
(h) For UND A and B supply requests, the authorized person will authenticate requests as appropriate.
(i) Enter the quantity requested. For other than requests for issue, leave blank.
(j) Enter the quantity received from the SSA or quantity turned-in. Enter partial receipts in pencil, otherwise leave blank.
(k) Enter the quantity due-in when the document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.
(l) This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column n. When supply status is received for total due-in quantity, erase any previous entry. When shipment status card is received for total due-in quantity, erase previous entry. For additional entries see DA PAM 710-2-1.

(m) Enter julian date when final action is completed. If a partial quantity is received, enter the julian date of the receipt in pencil. When cancellation or rejection status is received for total quantity requested, enter the status code and the julian date of the cancellation. Enter CXL and the julian date when request documents are cancelled prior to forwarding to the SSA.

(n) When cancellation/rejection status is received for part of the quantity requested. Mark partial quantity received in column j, a permanent entry when action is completed. For additional entries see DA PAM 710-2-1.

If additional information is needed in initiating and maintaining DA Form 2064, see Section III, par 2-23. All information recorded on the manual DA Form 2064 will be entered in the automated system upon restore procedures being completed.

(2). KEEPING THE DUE-IN STATUS FILE.

A due-in status file must be kept for each document register. This file holds status cards and status on unfilled supply requests. Duplicate or carbon copies of requests during manual operations must also be placed in the file. When status cards are received, they must be processed according to Table 2-4 in DA Pam 710-2-1 (Status Card Processing). File the status cards in document number sequence. File the card in front of other documents related to the request. Destroy the status cards from the file when the total quantity due-in is received, cancelled, or rejected. File cancellations or rejection status cards for requests from the non-expendable document register in the document file. Destroy the cancellation or rejection status cards for requests from the expendable register.

c. RECEIVING SUPPLIES:

(1). AUTHORIZATION TO REQUEST/RECEIPT FOR SUPPLIES.

It is assumed that once manual procedures are initiated that appointment memorandums, DA Form 1687's, and procedures in DA PAM 710-2-1, Par. 2-32 have been reviewed and coordinated.

(2). RECEIPT DOCUMENTS.

(a). Supplies issued from an SSA are normally issued with DD Form 1348-1 (Issue Release/Receipt Document) or DD Form 1348-2 (DOD Issue/Receipt Document with Address Label). The using unit will acknowledge receipt of the supplies by signing his or her name, rank, and julian date in block 7. Retention and filing requirements remain the same whether processing in an automated or a manual environment.

(b). Items in stock at the SSA are issued on DA Form 2765-1. The receiving unit acknowledges receipt of the supplies by entering the quantity received in block S, julian date, signature and rank in block V of DA Form 2765-1.

(c). When items are requested on DA Form 3161, the issue is made on that form. The customer acknowledges receipt of the supplies by completing the "Supply Action" column and entering the date, printed name, signature and rank in block 15.

(3). RECEIVING ACTIONS REQUIRED.

(a). Place the receipt document for the items recorded on the document register in the supporting document file.

(b). If the receipt is for the total quantity requested, remove and destroy all status cards from the due-in status that apply to the request.

(c). All discrepancies must be reported and documented in accordance with existing regulations.

d. FOLLOW-UP PROCEDURES.

(1). FOLLOW-UP ACTIONS. Follow-up actions on an unfilled request or on shipment status are not mandatory. Coordination must be affected with the supporting SSA to determine the rules to be followed. Procedures must be coordinated and agreed to in implementing SOP's between the using units and the supporting SSA's. The basis for discussions and preparations for this coordination in a manual environment should be based upon parameters in DA PAM 710-2-1. When units are operating utilizing manual procedures the objective is to avoid unnecessary or redundant information flow. Coordination is a critical element that must be thoroughly exercised prior to commencement of manual operations.

(2). REQUESTING AN IMPROVED ESTIMATED DELIVERY DATE (EDD).

Requests for improved EDDs are not mandatory, however, when used, requests for improved EDDs are restricted to PD 01-08 requests.

e. CANCELLATION PROCEDURES,

Submit a request for cancellation when all or part of a quantity requested is no longer needed. If a status has been received, use the latest status card. Record the cancellation request in the document register. Send the cancellation to the SSA. A request for cancellation is not completed until verification is received from the SSA. This Is a supply status card with a "BQ" status. When verification is received, complete posting to the document register as appropriate for total or partial quantities. Specific rules for manual operations must be coordinated with the supporting SSA. Internal SOPs must address the detailed procedures to be utilized during manual operations.

f. RECONCILIATION PROCEDURES.

Units will use the Standard Army Validation and Reconciliation (SAVAR) Program to accomplish validation of processes at the using unit level. These processes are covered in detail in par. 2-31 DA PAM 710-2-1. During manual operations, the emphasis will be reconcile requests, follow-up and receipt actions. Using unit SOPs will be developed and coordinated with supporting SSAs to determine the detailed procedures to be followed.

2. SUPPLY SUPPORT ACTIVITY SUPPLY SYSTEM: (MANUAL PROCEDURES).

When TAMMIS fails to be able to process, experiences as system shutdown, or incurs a Y2K problem, the responsible manager will try to take corrective action as appropriate to resolve the problem. Coordination must be affected and the problem must be reported to the TAMMIS Customer Support Office as outlined in this plan for resolution. If it cannot be solved locally, the Customer Support Office will indicate that the problem can or cannot be resolved within 48 hours. If the problem cannot be resolved within 48 hours, the higher headquarters is responsible to make a decision to initiate manual operations. DA PAM 710-2-2, Inventory Management Supply Support Activity Supply System: Manual Procedures states the policy for initiating manual procedures and the methods to be used. Selected applicable portions of DA PAM 710-2-2 are included in Appendix K. Selected forms needed for manual operations are provided in Appendix I and are available to be used if no other methods are available to obtain required forms. Also procedures are provided in Appendix F for actions to be taken after restoring automated operations.

This section provides TAMMIS MEDSUP SSA’s (MEDLOG BN) with manual procedures for requesting and receiving supplies when automated systems have failed and a decision has been made to initiate manual procedures. It also addresses minimum requirements for record keeping to support the return to an automated processing method. This section also includes procedures for Stock Accounting Records, Stock Accounting Files, Customer Requests, Acquisition, Status, Receipts, Inventory Adjustments, Issues, Shipping and Reconciliation Procedures.

a. STOCK ACCOUNTING RECORDS.

(1). KEEPING THE RECORDS. During manual operation it is imperative that stock records be kept up to date. Current and accurate postings will be made so that the records show the balance of stock. Transactions showing gains, losses, assets or liabilities will be posted to the records within 1 working day after receipt in the stock control section. Posting of records should be done by the least number of personnel, while providing the quickest supply to their customers. Make postings in indelible ink as much as possible. Post receipts from the release document, shipping document, turn-in document, materiel inspection and receiving report, packing list, or other document on which the receiving in-checker has acknowledged receipt of supplies. Detailed procedures should be developed in local SOP’s.

(2). STOCK RECORD SETS. The stock record set is one or more of the following forms for a single item, all filed together: DA Form 1296 (Stock Accounting Record); DA Form 1297 (Stock Accounting Record Title Insert); DA Form 1298 (Due Out Record); DA Form 4999 (Due In Record); DA Form 1300-2 (Computation Card); and DA Form 272 (Register of Vouchers to a Stock Record Account). A stock record set is kept for each item stocked at the SSA. Once manual procedures are initiated these records are created as processes occur. Sufficient copies of these forms must be available. The stock record set will contain the essential elements of data in tables 3-1 through 3-4, DA PAM 710-2-2.

USE OF DA FORM 1296. Use DA Form 1296 as the accounting ledger. It is used to record all transactions for a single item. Detailed procedures on the use of this form is described in detail in par 3-9, DA PAM 710-2-2.

USE OF DA FORM 1297. Use DA Form 1297 as an exposed heading for the item in the visible index file pocket. Add data spaces on the form need not be filled in when the form is initially prepared. Data should be entered as needed or as directed by the responsible manager. Directions for use are described in par 3-10, DA PAM 710-2-2.

USE OF DA FORM 1298. Use DA Form 1298 as a back order record or due-out record. Directions for use are described in par 3-11, DA PAM 710-2-2.

USE OF DA FORM 4999. Use DA Form 4999 as a due-in record as needed. Directions for use are described in par 3-12, DA PAM 710-2-2.

USE OF DA FORM 1300-2. This form is to be utilized only under the direction of the responsible supervisor and when manual operations are anticipated to continue for over longer periods of operation. SSA's Local SOP's will address this issue in detail. Directions for use are described in par 4-8, DA PAM 710-2-2.

USE OF DA FORM 272. This form is a single voucher register for a calendar or fiscal year; it is kept for each SRA. This register is the document recording all vouchers initiated by the SRA. The voucher register normally is kept by the editing section. If the workload warrants, the single register may be segmented into blocks of voucher numbers. Each voucher will be recorded immediately after initiations so that the register is current. Voucher register entries will be made in ink. Direction for use are described in paragraph 3-15, DA PAM 710-2-2.

b. STOCK ACCOUNTING FILES.

(1). ACTIVE STOCK RECORD FILES. The active stock record will contain a complete stock record set for each item supported. It contains a DA Form 1296 and a DA Form 1297 for each item having assets on hand. File stock records in NSN sequence.

(2). INACTIVE STOCK RECORD FILES. The inactive stock record file contains records that have been filled and their balance carried forwarded. Remove these DA Form 1296's from the active stock record file and place them in the inactive file. Keep the file in NSN sequence.

(3). ACTIVE VOUCHER REGISTER FILE. The active voucher register file contains voucher registers for periods that still have open transactions.

(4). INACTIVE REGISTER FILE. The inactive voucher register file contains voucher registers for periods that have no open transactions.

(5). COMPLETED VOUCHER FILE. Hard copy documents with signatures will be maintained for receipt, issue, turn in and balance adjustment transaction during manual processing to insure that an audit trail is provided. Once all manual entries have been posted to the automated system these records may be destroyed. All vouchers are filed in voucher number sequence. Vouchers that must be posted to the stock record accounting record will be marked to show that they have been posted before they are filed. Detailed implementing procedure should be included in SSA SOPs.

(6). SUSPENSE VOUCHER FILE. This file has four sections: due-in status history section, due-out status history (back order) section, incomplete voucher file and temporary loan file if used. Directions for use are in par 3-24, DA PAM 710-2-2.

c. PROCESS CUSTOMER REQUESTS.

(1). GENERAL. Each SSA will develop and provide to all its customers an SOP that outlines the SSA's operations and procedures to be followed during automated and manual operations. At a minimum, a typical external SOP should cover how to get supplies, how to turn in items, hours of operation, and STAMIS interfaces for manual operations, as applicable. Also special consideration should be given to the rounding of customer requests to the nearest intermediate pack (IP) or outer pack (OP) in order to conserve resources during manual operations. Rounding of customer requests to the nearest IP and OP conserves valuable human resources required to pack and repack supplies for shipment. This rounding process must be included in SOP's and in discussions with the supported unit prior to implementation.

(2). REQUEST PROCESSING. Actions to be taken are provided in summarized form and are covered in detail in Chapter 5, Processing Documents Received from Customers in DA PAM 710-2-2.

- Accuracy Edit
- Authorization Edit
- Availability Edit
- Marking the Request Document
- Posting the Records
- Supply Status

- Materiel Release Orders
- Materiel Release Denials
- Documents from Receiving
- Responding to Customer Changes (modify the priority, required delivery date, etc.)
- Responding to Customer Cancellations
- Responding to Customer Follow-ups

(3). COORDINATION. Communication is critical and enhances manual operations between the requesting unit and the SSA and vice versa.

d. ACQUISITION. An SSA can use many methods to acquire supplies in a manual operating environment. Just because the SSA is in a manual mode does not alter the sources of supply. The sources of supply in an automated environment must be told that the unit is now operating in a manual mode. The SSA must coordinate the details on how requirements will be transmitted.

e. STATUS AND RECEIPTS. FOLLOW-UP PROCEDURES OUTLINED IN CHAPTER 7 AND 8, DA PAM 710-2-2.

(1). STATUS CODES. Status codes will be used by the supply source to pass data to the requisitioner.

(2). SUPPLY STATUS. Supply status is a notice of a supply decision made by the supply source to tell the requisitioner of the action taken on the requisition. Method to communicate this information is depicted in the above chart.

(3). SHIPMENT STATUS. Shipment status is advice of an actual shipment date. Method to communicate this information is depicted in the above chart.

(4). PROCESSING SUPPLY STATUS RECEIVED. When status cards are received, the SSA must take action in accordance with table 7-1 in DA Pam 710-2-2.

(5). MATERIEL RECEIPTS. Materiel receipts are supplies that are received from higher supply sources, other SSAs, or directly from commercial sources (Prime Vendor). Receipt and shipping documents normally accompany the supplies. Local SSA SOPs will address the time frames in processing receipts. Normally receipts should be processed with 24 hours during manual operations. Receipt processing times are prescribed in Chapter 8, DA PAM 710-2-2 and will be followed in all contingencies.

(6). RECEIVING SUPPLIES. The receipt documents will be posted manually to applicable stock records and the receipt documents will be filed as debit vouchers.

f. INVENTORY AND ADJUSTMENTS. Adjustments and inventories will be performed on an as required basis during manual operations.

g. ISSUES. Directions for detailed procedures are described in Chapter 10, DA PAM 710-2-2 and are to used as appropriate. Supplies are issued by the SSA in response to a valid request for supplies by a customer unit. Manual documents, as described under the Using Unit Procedures, will be utilized to issue supplies. Manual documents need to be prepared (DA Form 2765-1, DD Form 1348-1, DD Form 1348-6, etc.)

h. SHIPPING. Procedures are not altered during manual operations except documentation is normally hand prepared.

j. RECONCILIATION. SSAs will require customer units to validate and reconcile open supply requests each month. It is not anticipated that reconciliation process will be necessary in a manual made, however, if they are needed: follow the procedures as outlined in the SSAs SOP via direct communication with the SSA or the customer unit.

APPENDIX F – RESTORE AND UPDATE DATABASE

When the system is available for posting transactions after being down for an extended period of time, the following procedures should be followed.

Restore the database to the most recent backup available prior to the system going down. Procedures for restore are detailed in Appendix H. Back-ups should be done on a daily basis to preclude any loss of data (see Appendix G) . If recent backup is not available, the user must conduct a 100% inventory to reestablish valid stock assets on hand.

The processes listed below should be followed in the sequence provided in order to preclude and data corruption in the system.

Establish all dues-in (stock and fringe) lines which were processed manually. This is accomplished by using the Post/Post Dues-In and Dues Out (if passing actions) or the Off Line Replenishment menu entry point.

Once the dues-in/out have been established, receipts must be processed immediately. User should utilize appropriate menu entry point based on the type of receipt being posted (i.e., local purchase, stock receipt, multi-line, etc.).

When all receipts have been posted, stock is now available for issue. All manual issues made to the customer must be posted into the system using the Post/Post Issue menu entry point. This will charge the customer for all issues and capture demands to replenish the stock to its appropriate level. The user may input customer requests at this point and run demand accommodation to fill all outstanding supply requests.

At this point the supply operations should be back in an operation mode. There are miscellaneous processes to be completed such as posting supply status, updating/changing locations, etc. Once the system is back online, ensure a backup is made.

APPENDIX G - TAMMIS SYSTEM ADMINISTRATION-BACK-UP SUBSYSTEM

SECTION 1.

INTRODUCTION. The "Backup Subsystem" menu item allows you to back up files from the hard disk to secondary media such as tapes or floppy diskettes. Performing regular backups reduces the amount of data lost in case of system failure.

You can use this menu item to back up a specified subsystem, a specified subsystem database, or the entire system. Backups should be done regularly according to a schedule. Besides the scheduled backup, special backups should be done BEFORE installing software updates/releases, repairing database files, or making major changes to the system. Furthermore, backups should also be made AFTER making extensive changes such as entering large amounts of data to the system. The following table describes backup types and their suggested frequencies.

BACKUP TYPE	BACKUP CONTENTS AND FREQUENCY
All Sys	Everything currently loaded on the system will be backed up. You should back up the entire system every week.
Subsystem	The specified subsystem and its database will be backed up. You should back up each application and TAMADM biweekly. Also, back up immediately before every software update or database repair.
Subsystem Database	The specified subsystem's database, archive files, and local reports will be backed up. You should back up each subsystem's database daily or once every 12 hours of continuous operation. Do not back up the subsystem database on days you back up the subsystem because the database is included in the subsystem backup.

NOTE: The TAMADM database should be backed up after changing passwords or user definitions, adding or deleting a subsystem, or changing TAMMIS communications setups.

You can use either floppy diskette or tape for backups. Tapes are preferred because they can store more information than floppy diskettes. When using any magnetic media, follow these basic guidelines:

- Format floppy diskettes before using them for backup.

- Handle and store all magnetic media with care. Keep them away from heat, humidity, dirt, and magnetism. Remember that electric motors create a magnetic field. Do not set magnetic media on anything electrical, such as the computer terminal.
- Do not fold, staple, or mutilate any magnetic media. Write on a labeled floppy diskette only with a soft-tipped marker.

SECTION 2. PROCEDURES. When you select the "Backup Subsystem" menu item from the Subsystem Maintenance Processes Menu, the system will display the following screen:

```
 BACKUP SUBSYSTEM                                              st_backup








                              SUBSYSTEM: __________






Enter the name associated with the group or application.

F1 Backup|F2 Backup|F3 Backup|F4 Insert|F5 Delete|F6       |F7 Backup|F8 Quit
Subsystem| Database|  All Sys|   Char  |   Char  |  Select |  Restart|  Screen
```

The following function keys are available:

- [F1] Backup Subsystem - backs up the entire subsystem including the subsystem database files.
- [F2] Backup Database - backs up only the subsystem's database files.
- [F3] Backup All Sys - backs up the entire computer system.
- [F4] Insert Char - allows you to insert characters in front of the current cursor position.
- [F5] Delete Char - allows you to delete the character at the current cursor position.
- [F6] Select - displays a table of valid names to be entered in the SUBSYSTEM field.
- [F7] Backup Restart - allows you to restart a backup that was previously aborted.
- [F8] Quit Screen - returns to the Subsystem Maintenance Processes Menu.

BEFORE STARTING ANY BACKUP, ENSURE THE FOLLOWING:

- Format ALL media to be used for backups.
- Make sure the selected media is writable. For cartridge tape, the arrow should point away from SAFE (see Figure 4.1-2). For 5¼" floppy diskette, the notch in the upper right hand corner should be open (see Figure 4.1-3). For 3½" floppy diskette, the lower left square window should be closed (see Figure 4.1-4).

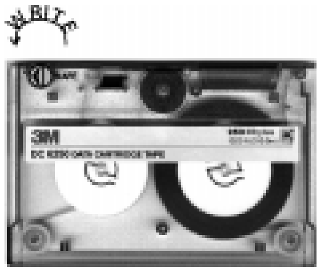


Figure 4.1-2. Writable Cartridge Tape

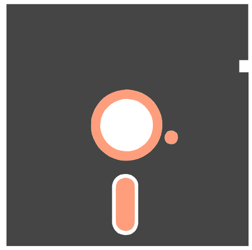


Figure 4.1-3. Writable 5¼" Floppy Diskette

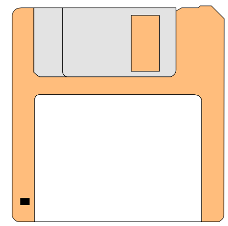


Figure 4.1-4. Writable

- After you have made the backups, make sure the selected media is write-protected. For cartridge tape, the arrow should point toward SAFE (see Figure 4.1-5). For 5¼" floppy diskette, the notch in the upper right hand corner should be covered with tape (see Figure 4.1-6). For 3½" floppy diskette, the lower left square window should be open (see Figure 4.1-7).

Figure 4.1-5. Write-Protected Cartridge Tape

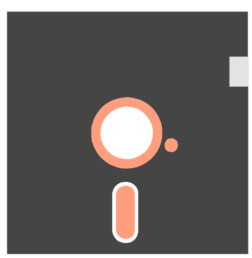


Figure 4.1-6.Write-Protected 5¼" Floppy Diskett

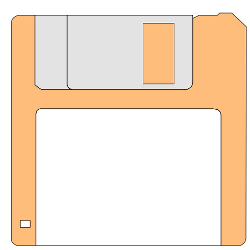


Figure 4.1-4. Writable

NOTE: Use only DC 6250 cartridge tapes.

1. HOW TO BACK UP THE ENTIRE SYSTEM.

Press [F3] Backup All Sys. The system will place "All Sys" in the SUBSYSTEM field. The system will ask if you wish to view the list of files as they are being copied to the media. Type **Y** and press [RETURN] if you want the system to display the names of the files across the screen during the copy process. The system will then prompt you for the media type to be used for the backup by displaying the following message prompt on the message line of the screen:

Indicate type of media to be used (C - Cartridge, F - Floppy):

Type **C** for cartridge tape or **F** for floppy diskette and press [RETURN]. If you entered "F," the system will prompt you for the diskette type as follows:

Select diskette size and density

3½ Double Density (720k) = 3d
3½ High Density (1.4m) = 3h
5¼ Double Density (360k) = 5d
5¼ High Density (1.2m) = 5h
Quit = q

Enter choice (3d, 3h, 5d, 5h, q):

Enter your choice and press [RETURN].

The system will calculate the number of volumes needed for the backup and display the information on the screen similar to the following:

Blocksize = 65536

Device to be used for copy
/dev/tape

Number of volumes needed

1 volumes needed

Please label this volume:
system
Volume: 1 of 1
Date archived: Wed May 25 16:56:27 1994
From system: W00004!/

Please insert volume 1, then press [RETURN] (To Quit type "q")

Label the selected media according to the label information provided on the screen (see above for example). Insert the media into the appropriate drive; then press [RETURN].

If this is a multi-volume backup, the system will again display messages telling you how to label the next volume and instructing you to insert the media. Label and insert the tapes or floppy diskettes until the backup ends. When the final volume required for the backup have been completed, the system will display messages similar to the following:

> **733334784 bytes written.**
> **Finished copying files onto /dev/tape**
> **Please hit return to continue:**

Press [RETURN] to return to the menu.

2. <u>HOW TO BACK UP A SUBSYSTEM</u>.

Enter the subsystem name in the SUBSYSTEM field and press [F1] Backup Subsystem.

NOTE: You can only backup TAMADM using either [F2] Backup Database or [F3] Backup All Sys.

If you entered an invalid name, the following message will be displayed on the message line:

ERROR: Your entry does not exist in file of valid entries. Check for Select.

Press [F6] Select to bring up the select table of valid entries. Highlight the desired name and press [F1]. The system will place the subsystem name you selected in the SUBSYSTEM field.

If you entered a valid name and pressed [F1] Backup Subsystem, the system will ask if you wish to view the list of files as they are being copied to the media. Type **Y** and press [RETURN] if you want the system to display the names of the files across the screen during the copy process. The system will then prompt you for the media type to be used for the backup with the following message:

> **Indicate type of media to be used (C - Cartridge, F - Floppy):**

Type **C** for cartridge tape or **F** for floppy diskette and press [RETURN]. If you entered "F," the system will prompt you for the diskette type as follows:

> **Select diskette size and density**
>
> **3½ Double Density (720k) = 3d**
> **3½ High Density (1.4m) = 3h**
> **5¼ Double Density (360k) = 5d**

5¼ High Density (1.2m) = 5h
Quit = q

Enter choice (3d, 3h, 5d, 5h, q):

Enter your choice and press [RETURN].

System will calculate the number of volumes needed for the backup and display the information on the screen similar to the following:

Blocksize = 65536

Device to be used for copy
/dev/tape

Number of volumes needed

1 volumes needed

Please label this volume:
MEDSUP subsystem
Volume: 1 of 1
Date archived: Wed May 25 16:56:27 1994
From system: W00004!/

Please insert volume 1, then press [RETURN] (To Quit type "q")

Label the selected media according to the label information provided on the screen (see above for example). Insert the media into the appropriate drive; then press [RETURN].

If this is a multi-volume backup, the system will again display the messages telling you how to label the next volume and instructing you to insert it. Label and insert the tapes or floppy diskettes until the backup ends. When the final volume required for the backup has been completed, the system will display messages similar to the following:

17104896 bytes written.
Finished copying files onto /dev/tape
Please hit return to continue:

Press [RETURN] to return to the menu.

3. HOW TO BACK UP THE SUBSYSTEM DATABASE.

Enter the subsystem name in the SUBSYSTEM field and press [F2] Backup Database.

If you entered an invalid name, the following message will be displayed on the message line:

ERROR: Your entry does not exist in file of valid entries. Check for Select.

Press [F6] Select to bring up the select table of valid entries. Highlight the desired name and press [F1]. The system will place the subsystem name you selected in the SUBSYSTEM field.

If you entered a valid name and pressed [F2] Backup Database, the system will ask if you wish to view the list of files as they are being copied to the media. Type **Y** and press [RETURN] if you want the system to display the names of the files across the screen during the copy process. The system will then prompt you for the media type to be used for the backup with the following message prompt:

Indicate type of media to be used (C - Cartridge, F - Floppy):

Type **C** for cartridge tape or **F** for floppy diskette and press [RETURN]. If you entered "F," the system will prompt you for the diskette type as follows:

Select diskette size and density

3½ Double Density (720k) = 3d
3½ High Density (1.4m) = 3h
5¼ Double Density (360k) = 5d
5¼ High Density (1.2m) = 5h
Quit = q

Enter choice (3d, 3h, 5d, 5h, q):

Enter your choice and press [RETURN].

The system will calculate the number of volumes needed for the backup and display the information on the screen similar to the following:

Blocksize = 65536

Device to be used for copy
/dev/tape

Number of volumes needed

1 volumes needed

Please label this volume:
MEDSUP database

Volume: 1 of 1
Date archived: Wed May 25 16:56:27 1994
From system: W00004!/

Please insert volume 1, then press [RETURN] (To Quit type "q")

Label the selected media according to the label information provided on the screen (see above for example). Insert the media into the appropriate drive; then press [RETURN].

If this is a multi-volume backup, the system will again display the messages telling you how to label the next volume and instructing you to insert it. Label and insert the tapes or floppy diskettes until the backup ends. When the final volume required for the backup has been completed, the system will display messages similar to the following:

4551009 bytes written.
Finished copying files onto /dev/tape
Please hit return to continue:

Press [RETURN] to return to the menu.

4. HOW TO RESTART A BACKUP.

If a backup failed or if you aborted a backup, you can restart by pressing [F7] Backup Restart.

If you did not previously abort the backup and you attempt to restart, the system will display the following message:

Restart of backup cannot be done. The backup file list does not exist.

You will then be returned to the SUBSYSTEM field.

If you previously aborted the backup, the system will display the following message prompt:

Which volume number do you wish to restart on? (Hit return for default)

Type the volume number and press [RETURN] or press [RETURN] to continue the backup before you aborted the procedure. The system will prompt you for the media type to be used for the backup by displaying the following message:

Indicate type of media to be used (C - Cartridge, F - Floppy):

Type **C** for cartridge tape or **F** for floppy diskette and press [RETURN]. If you entered "F," the system will prompt you for the diskette size as follows:

Select diskette size and density

3½ Double Density (720k) = 3d
3½ High Density (1.4m) = 3h
5¼ Double Density (360k) = 5d
5¼ High Density (1.2m) = 5h
Quit = q

Enter choice (3d, 3h, 5d, 5h, q):

Enter your choice and press [RETURN].

If you entered the correct restart volume number or you pressed [RETURN], the system will display messages similar to the following:

Blocksize = 65536

Device to be used for copy
/dev/rdsk/f0q18dt

This volume has been aborted.
Will attempt to write this same volume again.
Please label this volume:
Volume 2 of 13
Date archived: Fri Jun 10 17:25:04 1994
From system: W00004!/

Please insert volume 2, then press [RETURN] (To Quit type "q")

Insert the appropriate media into the drive and press [RETURN] to restart the backup or **q** to quit.

If you attempt to restart on a volume that is different from the one aborted, the system will display a warning message similar to the following (the blanks will be replaced with a volume number):

The user-specified volume number _ does NOT match the previously failed volume number _ .

If you insist on restarting that volume, enter the media type, insert the selected media into the appropriate drive and press [RETURN] to restart the backup.

5. SCHEDULING LOG.

To help you follow proper backup procedures, the following form is suggested to schedule and record your system backups.

Backup Schedule					
	Day 1	Day 2	Day 3	Day 4	Week
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					
Date/Initials Type of Backup Volume #					

6. ROTATION OF BACKUP MEDIA.

Each backup creates a set of volumes. Remember that each floppy diskette or tape is a volume. The number in the set depends on the number of volumes required for the backup. Use a new set of backup media each day. DO NOT reuse the backup media until the backup data is obsolete (that is, they no longer have any recovery value).

NOTE: Make certain that you re-label each tape/floppy diskette when you rotate the backup sets.

- **Daily Backups** A different set of media will be used to back up the subsystem database for each of the four days; all sets will be reused each week. Rotate the media sequentially by date when reusing them so that you always reuse the oldest set (for example, on Day 1 you will use the set of backup tapes from Day 1 of the previous week.)

- **Biweekly Backups** A different set of media will be used for biweekly backups of the subsystem on Day 2 and Day 4. Always rotate the backup media by reusing the oldest set first.

- **Weekly Backups** A different set of media will be used for weekly backups of the entire system on Day 5. Always rotate the backup media by reusing the oldest set first.

Press [F8] Quit Screen when you have finished making backups. The system will return to the Subsystem Maintenance Processes Menu.

NOTE: Your backup media will wear out over time. To ensure reliable backups, replace daily backup media once a month, and replace weekly backup media once every six months. Use new media for replacements.

APPENDIX H - TAMMIS SYSTEM ADMINISTRATION-RESTORE SUBSYSTEM

SECTION 1.

INTRODUCTION. The "Restore Subsystem" menu item allows you to restore all files that were backed up on tape(s) or floppy diskette(s) to the hard disk. Use this menu item to recover from problems caused by hardware or system failure.

CAUTION: Do not restore the subsystem while subsystem users are logged on. Before attempting to restore a subsystem, ensure that all subsystem users are logged off. Execute TAMMIS System Administration menu entry 4.2 "TAMMIS Subsystem Shutdown" before attempting to restore the entire system to ensure that ALL users are logged off.

SECTION 2.

PROCEDURES. Use the following procedure to recover a subsystem, a subsystem database, or the entire system. Use only backups made after a software installation or database repair to avoid corruption.

When you select the "Restore Subsystem" menu item from the Subsystem Maintenance Processes Menu, the system will ask if you wish to view the list of files as they are being copied from the media. Type **Y** and press [RETURN] if you want the system to display the names of the files across the screen during the copy process. The system will then prompt you for the media type with the following message:

Indicate type of media to be used (C - Cartridge, F - Floppy):

Type **C** if the backup is on cartridge tape or type **F** if it is on floppy diskette. If you entered "F," the system will prompt you for the diskette type as follows:

Select diskette size and density

3½ Double Density (720k) = 3d
3½ High Density (1.4m) = 3h
5¼ Double Density (360k) = 5d
5¼ High Density (1.2m) = 5h
Quit = q

Enter choice (3d, 3h, 5d, 5h, q):

Enter your choice and press [RETURN].

The system will prompt you for the following:

Please enter the restart volume number or [RETURN] to restore entire backup:

- If you pressed [RETURN], the following message will appear:

  Please insert volume 1, then press [RETURN] (To Quit type "q")

- If you entered "1," the following messages will appear:

  You are restarting with volume #1

  Volume 1 restart is treated as a new recovery,
  Please insert volume 1, then press [RETURN] (To Quit type "q")

- If you restart from a previously interrupted recovery, enter the volume number when the interruption occurred and press [RETURN]. The system will display the following messages (the blanks will be replaced with a volume number):

  You are restarting with volume #__
  Please insert volume 1, then press [RETURN] (To Quit type "q")

In any case, insert volume 1 into the drive, wait until the light is turned off, and then press [RETURN]. Depending on the backup media used, the system will display a message similar to one of the following messages:

You are about to do a full-system recovery.

To continue, press [RETURN]. To Quit, type "q".

or

You are about to recover __________ __________.

To continue, press [RETURN]. To Quit, type "q".

Press [RETURN] to begin the recovery or type **q** to quit.

NOTE: In the actual messages, the blanks will be completed with the name of the backup media (for example, MEDPAR subsystem, MEDSUP database).

If the backup includes more than one volume, the system will display a message instructing you to load another volume when it has finished restoring the last volume. The message will be similar to the following (with the blanks replaced with a volume number):

Please insert volume ____, then press [RETURN]. (To Quit type "q")

Insert the correct volume into the drive, wait until the light is turned off, and press [RETURN]. Continue until the recovery ends.

When the system completes the recovery, the following message is displayed:

Recovery completed. Please hit return to continue:

Press [RETURN] to go back to the Subsystem Maintenance Processes Menu.

If you are performing a full-system recovery, execute Menu Item 4.1, "Complete System Shutdown," following the instructions in TAMMIS System Administration User Guide 4, "System Shutdown/Startup".

NOTE: If you shut down the TAMMIS system, execute TAMMIS System Administration menu entry 4.3, "TAMMIS System Startup", to start up the TAMMIS system.

At this time, the users may log onto the system.

NOTE: You may get the following error messages when starting recovery:

Cannot identify backup type.
Backup area will not be cleaned before restoring.
To continue, press [RETURN]. To Quit, type "q".

This means that you have an old backup tape or one that was not created with the TAMMIS System Administration menu system. This is not a normal situation! If you allow this recovery to continue, you can destroy data and programs on your system.

WARNING: Do not proceed with the recovery unless you are absolutely certain that it is the only way to recover the data on the media and the media does not contain data you do not want recovered!

If there is any doubt about recovering from an unidentifiable tape, *DO NOT DO IT*. Type **q** to quit. Otherwise, verify that the recovery you are about to do is the one you intended, then press [RETURN] to perform the recovery.

APPENDIX I - SELECTED FORMS

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER	
			FSCM / PART NUMBER			SERV	REQUISITIONER
1 2 3	4 5 6	7	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	23 24	25 26 27 28 29	30	31 32 33 34 35

DOCUMENT NO. (Cont.)		DEMAND	SUPPLEMENTARY ADDRESS		SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK
DATE	SERIAL		SERV									
36 37 38 39	40 41 42 43	44	45	46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69

	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)	IDENTIFICATION DATA
70 71 72 73 74 75 76 77 78 79 80	65 66	*1. MANUFACTURER'S CODE AND PART NO. *(When they exceed card columns 8 thru 22)*
		2. MANUFACTURER'S NAME

FOLD LINE

3. MANUFACTURER'S CATALOG IDENTIFICATION	4. DATE *(YYMMDD)*	5. TECHNICAL ORDER NUMBER
6. TECHNICAL MANUAL NUMBER	7. NAME OF ITEM REQUESTED	
8. DESCRIPTION OF ITEM REQUESTED		8a. COLOR
		8b. SIZE
9. END ITEM APPLICATION		9a. SOURCE OF SUPPLY

9b. MAKE	9c. MODEL NUMBER	9d. SERIES	9e. SERIAL NUMBER

10. REQUISITIONER *(Clear text name and address)*	11. REMARKS

FOLD LINE

DD FORM 1348-6, FEB 85 *Edition of Apr 77 may be used until exhausted* **DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT** ***(MANUAL - LONG FORM)***

USAPPC V1.00

DOCUMENT REGISTER FOR SUPPLY ACTIONS. *For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.*	ELEMENT KEEPING THE REGISTER	DOD ACTIVITY ADDRESS CODE	UNIT IDENTIFICATION CODE	PAGE NUMBER

DOCUMENT NUMBER		DOCUMENT SENT TO	STOCK NUMBER	NOUN	REQUEST FOR	PD	INITIALS	QUANTITY			DATE FOLLOW-UP DUE	DATE COMPLETED	REMARKS
DATE *a*	SERIAL *b*	*c*	*d*	*e*	*f*	*g*	*h*	REQUEST *i*	REC'D/ TURN-IN *j*	DUE IN *k*	*l*	*m*	*n*

DA FORM 2064, JAN 82 EDITION OF SEP 65 IS OBSOLETE. USAPPC V2.00

I & S DATA	SOS	AAC	UNIT PRICE		SLI	SEC	ARC	MAT CAT	FC	RICC	SC MC	EC	ARI

REMARKS

ZERO	DUE IN	STOCK NUMBER	UI	UM	M QTY	RC	SUM	NOMENCLATURE	SLC	MC	DUE OUT	

DA Form 1297, Jan 82

STOCK ACCOUNTING RECORD TITLE INSERT
FOR USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS THE ODCSLOG.

USAPA V1.00

STOCK NUMBER | SCC

DATE	DODAAC	DATE / SERIAL	DEMAND RECUR	DEMAND NON-RECUR	GAIN	LOSS	BALANCE
						BALANCE BROUGHT FORWARD	

SUMMARY OF DEMANDS

MONTH								
RECUR								
NON-RECUR								

STOCK ACCOUNTING RECORD USAPA V1.00

FOR USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS ODCSLOG

DA FORM 1296, JAN 82 Edition of Aug 55 is obsolete.

STOCK NUMBER

DATE	PD / DODAAC	DATE / SERIAL	QUANTITY	ISSUED / BAL	ISSUED / BAL	ISSUED / BAL

DUE OUT RECORD USAPA V1.00

FOR USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS ODCSLOG.

DA FORM 1298, JAN 82 Edition of Aug 55 is obsolete.

STOCK NUMBER

UNIT PRICE	STOCKAGE METHOD		EOQ / DOS	REPAIRED FOR STOCK		YES / NO
1. MONTH AND YEAR OF COMPUTATION						
2. QUANTITY DEMANDED IN CONTROL PERIOD						
3. ORDER SHIP TIME [OST]						
4. QTY REPLACED IN CON PERIOD [WASHOUTS]						
5. REPAIR CYCLE TIME [RCT]						
6. AVERAGE QUANTITY REPAIRED MONTHLY						
7. ECONOMIC ORDER QUANTITY [EOQ]						
8. REPAIR CYCLE LEVEL [RCL]						
9. EOQ ROP						
10. ROP						
11. RO						
12. ON HAND						
13. + DUE IN						
14. -DUE OUT						
15. = NET ASSETS						
16. OVER OR SHORT						
17. EXCESS — QUANTITY						
17. EXCESS — $ VALUE						
18. RQN NUMBER OR EXCESS REPORT NO.						
19. DATE						
QUANTITY						
BALANCE						
DATE						
QUANTITY						
BALANCE						
DATE						
QUANTITY						
BALANCE						

COMPUTATION CARD

USAPA V1.00

FOR USE OF THIS FORM, SEE DA PAM 710-2-2.
THE PROPONENT AGENCY IS ODCSLOG.

DA FORM 1300-2, JAN 82 (Ed. of Jul 61 is obsolete.)

REQUEST FOR ISSUE OR TURN-IN *(DA PAM 710-2-1)*		ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS	3. REQUEST NO.		4. VOUCHER NO.	
1. SEND TO:		5. DATE MATERIAL REQUIRED			6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM:		9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.
**CODE* *ISSUE* *I-Initial* *R-Replacement* *TURN-IN* *FWT-Fair Wear And Tear* *RS-Report of Survey* *EX-Excess* *SC-Stmt of Charges*					10. PUBLICATION			11. JOB ORDER NO.

12. ITEM NO. *a*	STOCK NO. *b*	ITEM DESCRIPTION. *c*	UNIT OF ISSUE *d*	QUANTITY *e*	CODE* *f*	SUPPLY ACTION *g*	UNIT PRICE *h*	TOTAL COST *i*	*j.* POSTED DATE	BY
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM 3161, MAY 83 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. USAPPC V1.10

DA FORM 2765-1, APR 76

REQUEST FOR ISSUE OR TURN-IN

DOC IDENT	ROUT IDENT	M & S	FSC	FIIN	ADD	UNIT OF ISSUE	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEM SUF	SVC	SUPPLEMENTARY ADDRESS	S I G	FUND	DISTRI-BUTION	PROJECT	PRI-ORITY	REQ DEL DATE	ADV STAT.
			STOCK NUMBER					DOCUMENT NUMBER													

SEND TO:

A

REQUEST IS FROM:

B

EDITING DATA: DOC IDENT 1 2 3; RI-TO 4 5 6; SUF 44

DOC IDENT 1

ROUTING IDENTIFIER 2

M & S 3

STOCK NUMBER: FSC 4; NIIN 5; ADD 6

UNIT OF ISSUE 7

QUANTITY 8

C D E F

DOCUMENT NUMBER: SVC 9; REQUISITIONER 10; DATE 11; SERIAL 12

DEMAND 13

SVC 14

15. SUPPLEMENTARY ADDRESS

SIGNAL 16

COST DETAIL ACCOUNT NUMBER

L

UNIT PRICE

M

TOTAL PRICE

N

ITEM DESCRIPTION

O

FUND 17

DISTRIBUTION 18

PROJECT 19

PRIORITY 20

REQ DEL DATE 21

FUNDED

G

NON-FUNDED

I

EXP

H

NON-EXP

J

PUBLICATION DATA

P

ADVICE 22

23

MCS CODE

K

ISSUED

Q

DATE POSTED

T

INIT

DUE OUT

R

DATE AVAILABLE

U

INIT

RECEIVED

S

DATE RECEIVED

V

SIGNATURE

65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

PREVIOUS EDITION IS OBSOLETE

USAPA V1.00

	ROUTING IDENT	M & S	FSC	FIIN	ADD	UNIT OF ISSUE	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEM	SVC	SUPPLEMENTARY ADDRESS	S I G	FUND	DISTRI-BUTION	PROJECT	PRI-ORITY	REQ DEL DATE	ADV STAT.	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS
			STOCK NUMBER					DOCUMENT NUMBER																	
1 2 3	4 5 6	7	8 9 10 11	12 13 14 15 16 17 18 19 20	21 22	23 24	25 26 27 28 29	30	31 32 33 34 35	36 37 38 39	40 41 42 43	44	45	46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69	70 71 72 73	74 75 76 77 78	79 80

STOCK NUMBER

DATE	DODAAC	DATE / SERIAL	QUANTITY	RECEIVED / BAL	RECEIVED / BAL	RECEIVED / BAL

DUE IN RECORD

FOR USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS ODCSLOG.

DA FORM 4999, JAN 82 USAPA V1.00

DODAAC	PAGE NUMBER	SUPPLY SUPPORT ACTIVITY	REGISTER OF VOUCHERS TO A STOCK RECORD ACCOUNT FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2; THE PROPONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS
|			

DATE	SERIAL	FD	DATE COMPLETE	TO/FROM	STOCK NUMBER	ITEM NOUN	REMARKS

DA FORM 272, JAN 82 EDITION OF DEC 57 IS OBSOLETE USAPPC V1.00

APPENDIX J – SELECTED APPLICABLE PORTIONS OF DA PAM 710-2-1 (EXTRACTS)

2.0 REQUESTING AND RECEIVING SUPPLIES

2-1 GENERAL. This chapter gives procedures for requesting and receiving supplies. It includes procedures for keeping the document register and due-in status file and for requesting follow-up, cancellation, or modification of open requests.

2.2 THE UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

The UMMIPS provides the means for expressing the importance of a supply request. This is done by assigning a 2-digit numeric code, ranging from 01 through 15, to the supply request. This numeric code is referred to as a priority designator (PD). The PD is based on two factors. These factors are the unit's Force/Activity Designator (FAD) and the Urgency of Need Designator (UND) of the supply request.

a. The Force/Activity Designator. FADs are expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit usually include the assigned FAD. A unit has only one FAD.

b. Determining the Urgency of Need Designator. The UND is determined by the using unit personnel. The UND is used to express how urgently the unit needs the requested supplies. UNDs are identified by the letters A, B, and C. Select UNDs using the following guidelines:

(1) UND A is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the force or activity is unable to perform assigned operational missions, or such condition will occur within 15 days in the CONUS and 20 days overseas.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

(c) Required for immediate use for installation on or repair of direct support equipment (i.e., ground support, fire fighting) needed for the operation of mission-essential materiel.

(d) Required for immediate use in replacement or repair of mission essential training materiel. Without this materiel, the unit or activity is unable to perform its assigned training mission.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without these supplies, the activity is unable to perform its assigned missions.

(f) Required for immediate use to end an existing work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required for immediate use to end an existing work stoppage on a direct support (DS) or general support (GS) production line performing maintenance and repair of unserviceable, intensive management or critical items.

(2) UND B is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.
(b) Required for immediate installation on or repair of mission-essential materiel and without which the ability of the unit or activity to perform assigned operational missions is impaired.
(c) Required for immediate use for installation on or repair of auxiliary equipment.
(d) Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions would be impaired.
(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this materiel, the ability of the activity to perform assigned missions is impaired.
(f) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.
(g) Required to prevent an expected work stoppage on a DS/GS production line performing maintenance and repair of unserviceable, intensive management/critical items.
(h) Required for replenishment of the quantity issued that brings a line to zero balance on the PLL/combat PLL.

(3) UND C is used to request materiel meeting one or more of the following criteria:

(a) Required for on schedule repair, maintenance, manufacture, or replacement of all equipment.
(b) Required for initial issue and replenishment of stock to meet authorized stockage quantities on the PLL/combat PLL (including MPL quantities).
(c) Required for initial stockage of operational load quantities.
(d) Required for purposes not covered by any other UND.

c. Selecting the priority designator. The PD for a supply request is determined by relating the FAD to the UND of the needed item.

d. Special use of priority designators. Under the following special conditions, stated PDs may be used by all requesters, regardless of FAD. Do not use these PDs for resupply of stocks to meet authorized stockage objectives.

(1) Use PD 03 for medical or disaster supplies or equipment required to:

(a) Prolong life, relieve suffering, or expedite recovery in case of injury, illness, or disease.

(b) Avoid or reduce the impact of epidemics or similar potential mass illness or diseases when, in professional opinion, the occurrence is imminent.

(2) Use PD 03 for emergency supplies or equipment needed immediately for controlling civil disturbances, disorder, or rioting.

(3) Use PD 06 for emergency supply of individual and organizational clothing. This clothing must be needed immediately to provide a minimum of essential clothing to active duty military personnel who are actually without the clothing required.

2.3 CONTROL OF PRIORITY DESIGNATOR UTILIZATION

a. Commanders are responsible for the accurate assignment of PDs. The commander will either personally review or delegate, in writing, on a memorandum order or a DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies), specific personnel the authority to review—

(1) All requirements based on UND A to certify an inability to perform mission.

(2) All requirements based on UND B to certify that the urgency has been accurately determined.

b. The reviews of paragraph a above will be made before sending requests to the supply source. Make the following checks before certification:

(1) Make sure the item requested is authorized.
(2) Make sure the quantity requested is the actual amount needed.
(3) Verify that the need for the item corresponds to the PD assigned.

c. Persons certifying UND A and B requests will place their initials in column h of DA Form 2064 (Document Register for Supply Actions) for each request submitted, prior to sending the request to the SSA.

d. Supply requests that are required by a maintenance request submitted by a supported unit do not have to be recertified. Instead, enter the maintenance job order number in column f of DA Form 2064.

2.4 USE OF THE STANDARD DELIVERY DATE (SDD) IN THE USING UNIT

a. The SDD is the latest calendar date that the requesting unit can normally expect to receive an item. The SDD depends on the PD of the supply request and the location of the unit.

2.5 THE REQUIRED DELIVERY DATE (RDD)

a. The RDD is the calendar date when materiel is required by the requester. Find when to use an RDD on a supply request by comparing the date the materiel is required with the SDD. If delivery of materiel by the computed SDD will not meet requirements, and one of the following conditions exist, use an RDD.

(1) Delivery of the item by the computed SDD will not meet requirements.
(2) The item must be delivered to a certain point by a specific day, to meet one of the following conditions:

(a) The scheduled departure date for a vessel or other carrier is such that future replenishment of the unit from current supply sources will not be practical after departure.
(b) The scheduled deployment date for an operational force by a fixed date.
(c) The emergency requirement for medical and disaster supplies to save life or prevent suffering and disaster.

b. Commanders are responsible for using correct RDDs when assigned to supply requests.

c. Enter the RDD on the supply requests as explained in the preparation instructions.

Table 2-3. Forms Used to Request Supplies.

Form: DA Form 2765 or DA Form 2765-1
Used to Request: Expendable, durable, or nonexpendable single line item with National Stock Number (NSN) listed in the Army Master Data File (AMDF).

Form: DA Form 3161
Used to Request: Ten or more line items of supplies normally provided by a Self-Service Supply Center (SSSC) when SSSCs are not available. Five or more line Items of packaged class 3 items. Expendable medical items within a medical facility. Five or more lines of supplies normally ordered on a recurring basis. Examples Are insignia, badges and individual awards.

Form: DD Form 1348-6
Used to Request: Non-NSN single line item. NSN single line item when the NSN is Not listed in the AMDF. Modification Work Order (MWO) and modification kits. Classified items. All exception data requests.

2.7 Forms used to request supplies

Table 2-3 lists the forms used to request supplies and the type supplies requested with the form. Units must submit all requests for supplies, regardless of source of supply, to the specific SSA that supports the unit for the class of supply requested. The SSA stock record officer then determines the source of supply for the requested item.

2.8 Preparation of DA Form 2765-1

When used as a request for issue, DA Form 2765-1 (Request for Issue or Turn-In) is a four-part carbon interleaved form. When prepared, present the number of copies required by the Supply Support Activity (SSA). One copy may be filed in the due in status file. Instructions for preparing a DA Form 2765-1 are in Appendix E of this COOP and as follows:

Completion instructions by block number or letter for DA Form 2765-1
(A) Enter the name and address of the SSA.
(B) Enter the name and address of the requesting unit.
(4-6) Enter the NSN of the item requested.
(7) Enter the unit of issue.
(8) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.
(9-10) Enter the unit DOD Activity Address Code (DODAAC). For classified COMSEC materiel, use the COMSEC account number.
(11) Enter the Julian date.
(12) Enter the document serial number.
(13) Enter demand code. Use"R" for recurring or "N" for nonrecurring.
(18a) Enter the proper End Item Code in block 18 or cc54-56. EIC's are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, If the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave the EIC blank.

(18b) If a major end item request, (as shown above) enter the Type of Requirement Code (TRC) (app E). Enter the code in the 2d and 3d positions of block 18.
(19) Enter project code if assigned. Otherwise, leave blank.
(20) Enter the priority designator.
(21) Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter “N” for NMCS or “E” for ANMCS in the 1st position of block 21. Entries in the 2d and 3d position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.
(22) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.

(L) Enter the cost detail account number when required.
(O) Enter one or two words that describe the item requested.
(P) Enter the type, number, date, and page number of the authorizing publication and other applicable data, i.e., SLAC/MPL number.

2.9 PREPARATION OF DA FORM 3161 WHEN USED AS A REQUEST FOR ISSUE

a. DA Form 3161 (Request for Issue or Turn-In) and DA Form 3161-1 (Request for Issue or Turn-In (Continuation Sheet)) may be used to request supplies from an SSA as shown in table 2-3.
b. Use DA Forms 3161/3161-1 only on a fill or kill basis. Dues out are not made on these forms.
c. Prepare the forms in enough copies to meet local needs. Instructions for preparing DA Form 3161 are in Appendix E of this COOP and below. Overprinting of DA Form 3161 is authorized when the same items are requested frequently. When using an overprinted DA Form 3161 to request supplies, line through items and their corresponding blank quantity columns when those items are not requested.

Completion instructions by block number or column for DA Form 3161. (Issue) Enter an “X” for issue. (Sheet Number) Number sheets consecutively.
(Number of Sheets) Enter total number of sheets included in this request.
(1) Enter the name and address of the SSA.
(2) Enter the name of the unit making the request.
(3) Enter the document number assigned to the request from the document register. The document number is the DODAAC, julian date, and serial number.
(4) Enter project code if assigned. Otherwise, leave blank.
(5) Enter the required date of materiel requested, or leave blank.
(6) Leave blank.
(7) Enter the priority designator.
(8) Enter cost detail accounting information, as required.
(10) Enter the authorizing publication.
(12a) Enter the item number, in sequence, for each item requested.
(12b) Enter the stock number for each item requested.
(12c) Enter one or two words that describe each item requested. Enter the words”Last Item” after last entry.
(12d) Enter the unit of issue of each item requested.
(12e) Enter the quantity of each item requested.
(12f) Enter the proper issue code from the form.

(12g) Leave blank. Person signing for receipt of the items will complete the entry in ink.
(13) The requesting individual will print name, date and sign this block. Include rank.
(15) When items are issued, the person signing for the items will print name, date and sign this block. Include rank.

2.11 PREPARATION OF DD FORM 1348-6 AS A REQUEST FOR ISSUE

a. DD Form 1348-6 (DOD Single Line Item Requisition System Document) is used to request items as shown in table 2-3.
b. Exception data for non-NSN items is only required when the items being requested do not have a manufacturer's part number (MPN). An MPN consists of a five-digit Commercial and Government Entity Code (CAGE) and a part number. Enter the exception data in blocks 2 through 9 of the request. If required, attach additional exception data to the request. This data includes as much of the following as possible, and any other information that would aid in identification. For non-cataloged, nonstandard, commercial items, enter a complete item description and include the end item application. For PD 01-08, add on the back of the form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to take a piece of equipment off deadline, or is needed to satisfy a mission-essential requirement. If text length precludes use of the back of the form, use an informal memorandum.
(1) Manufacturer's name.
(2) Publication number, page number, and date of publication.
(3) Size, shape, color and purpose of the item requested.
(4) End item identification to include the EIC.
c. Prepare DD Form 1348-6 in four copies. When prepared, present copies one, two and three to the SSA. File copy four in the due-in status file. Instructions for preparing DD Form 1348-6 as a request for a non-NSN item are in figure 2-3. Instructions for preparing DD Form 1348-6 for an NSN item are in Appendix E of this COOP and below:

Completion instructions by card column for DD Form 1348-6 as a request for issue for a non-NSN item
(1-7) Leave blank.
(8-22) Enter the CAGE, when available, and the part number. When part number exceeds 10 digits, see Note 2 below.
(23-24) Enter the unit of issue.
(25-29) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.
(30-35) Enter the unit DODAAC.
(36-39) Enter the Julian date.
(40-43) Enter the serial number.
(44) Enter demand code. Use"R" for recurring or "N" for nonrecurring.
(45-53) Leave blank.
(54-56) Enter the proper End Item Code in cc54-56. EIC's are listed in the AMDF for most major end item NSN but not for
repair part NSN's. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being
applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the
end item, leave blank.
(57-59) Enter project code if assigned. Otherwise, leave blank.

(60-61) Enter the priority designator.
(62-64) Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating
overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter “N” for NMCS or “E”
for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date. When short RDDs are used, enter the
number of days within which the materiel is required.
(60-66) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.
(67-80) Leave blank.
Identification Data Section (Completion instructions by block number)
(5) Enter the type, number, date, and page number of the authorizing publication.
(6) Enter one or two words that describe the item requested.
(7) Enter complete item description.
(8) Enter end item application. Enter other information if it is available. For PD 01-08, add on back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to remove a piece of equipment from deadline, or is needed to satisfy a mission essential requirement.

NOTES:
1 When a CAGE is not available, complete blocks 2 through 9 with as much data as possible.
2 When the part number (cc 13-22) exceeds 10 digits, enter the complete part number (to include the CAGE when available)
in block 1 of this section. Enter the FSCM, when available, first followed by the part number.
3 Use block number 11 (“Remarks”), as required. Enter notations for fund cite, fund available, and validation for procurement
purposes if needed. Enter the date and signature of receipting person when DD Form 1348-6 is used for issue purposes.

Completion instructions by card column number for DD Form 1348-6 as a request for issue for an NSN item
(1-7) Leave blank.
(8-20) The NSN of the item requested.
(21-22) Leave blank.
(23-24) Enter the unit of issue.
(25-29) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.
(30-35) Enter the unit DODAAC.
(36-39) Enter the Julian date.
(40-43) Enter the serial number.
(44) Enter demand code. Use”R” for recurring or “N” for nonrecurring.
(45-53) Leave blank.
(54-56) Enter the proper End Item Code in cc54-56. EIC’s are listed in the AMDF for most major end item NSNs but not for repair part NSN’s. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave blank.
(57-59) Enter project code if assigned. Otherwise, leave blank.
(60-61) Enter the priority designator.

(62-64) Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter “N” for NMCS or “E” for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date. When short RDDs are used, enter the number of days within which the materiel is required.
(65-66) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.
(67-80) Leave blank.
Identification Data Section

NOTE.
1. Complete blocks 2 through 9 with as much data as possible.
2. Use block number 11 (“Remarks”), as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date and signature of receipting person when DD Form 1348-6 is used for issue purposes.

2.21 REQUESTS FOR MEDICAL ITEMS

Requests for Class VIII (Medical) items will be coordinated with the Division Medical Supply Office (DMSO) for divisional units and Supply Support Activities (SSA) organic to U.S. Army Hospitals or major medical facilities for nondivisional units. These organizations publish standard operating procedures (SOP) which contain specific instructions concerning the procurement of medical items.

2. SECTION-III Document Register, Supply Status, and Due-In Status File Procedures

2.23 KEEPING THE DA FORM 2064/ELECTRONICALLY GENERATED DA FORM 2064.

The document register is a record of document numbers assigned to supply documents. It serves as the suspense file for open supply transactions.
a. There are three types of document registers; non-expendable, durable, and expendable.
(1) The non-expendable register is kept at property book level. Use it to record supply transactions for property book items (regardless of ARC) and non-expendable components.
(2) One durable register is authorized to be maintained at the unit level as directed by the PBO. The PBO may authorize this register to be combined with an expendable document register, making an expendable/durable register. This register will normally be maintained by the unit supply element.
(3) Expendable document registers are kept by each element within a unit that is authorized to submit supply requests to an SSA. Use it to record supply transactions for expendable items.

b. The Property Book Officer (PBO) designates, by Informal Memorandum, those elements within a unit authorized to request expendable and durable supplies. He will ensure that document numbers are not duplicated among unit elements. The Informal Memorandum will specify class of supply, DODAAC and block of document serial numbers to be used by that element. The Informal Memorandum will also specify any restrictions. For example, only one element within a unit is authorized to request durable items. Other elements would be restricted from requesting durables. The durable document register will have the same DODAAC as the property book account. As noted above only one durable register will be maintained within the organizational activity authorized the property book account. When assignment of the durable register is made to an element outside the property book office, i.e., an S-4 in the division or brigade, the establishment and maintenance of hand receipts/shortage annexes becomes the responsibility of the element having the register.

c. Document registers are kept by calendar year or fiscal year. Use the procedures in AR 25-400-2, file number 710-2b for filing and extracting document registers.

d. Supply documents are recorded in the document register as explained in figure 2-5.

e. When a unit document is found or received that is not recorded in the document register, or has a document number that is a duplicate of a recorded document number for a different transaction, take the following action:

(1) Research the transaction with all activities that would act on it if it were valid. If the document is an obvious error, or was never processed, destroy it. If the document was processed, submit a request for cancellation.

(2) If the document can't be cancelled and is for an expendable/durable item:

(a) File the document in the applicable file in document number sequence.

(b) Record the document on a blank DA Form 2064 and line out the remaining blank spaces on that register page. File the page immediately following the page where the document would have been recorded using the same page number plus a letter for the new page. For example, if filed following page 13, the new page will be numbered page 13a; a second new page behind page 13 would be page 13b.

(c) When extracting open documents at the beginning of a calendar or fiscal year from an inactive document register to the new document register per AR 25-400-2, file number 710-2b, record the open documents in correct document number sequence as the first entries in the new document register. See paragraph 2-23d above.

(3) If the document can't be cancelled and is for a non-expendable item:

(a) Record the document in the non-expendable document register using procedures in (b) and (c) above.

(b) File the document in the supporting document file in document number sequence with a statement, signed by the property book officer, that explains the circumstances.

f. When a document number from the wrong document register is assigned to a transaction, such as an expendable document number to a request for a non-expendable item, cancel the transaction and resubmit using a document number from the correct document register. If the transaction is completed, or can't be cancelled, assign a document number to the transaction from the correct document register. On the document registers and in the due-in suspense files, cross-reference each document number to the other. File completed copies in the file that supports the correct document register. When a non-expendable document number is erroneously used, file a statement in the supporting document file that cross-references the document number from the correct document register. Dispose of file copies as required for the correct document register.

2.24 SUPPLY STATUS

Supply status tells the requester of a decision made by the supplier on a specific supply request. Supply status is received from the SSA on status cards and/or listings. Supply status is in the form of status codes. The codes are explained in appendix C.

a. Types of supply status.
(1) Shipment status. Shipment status is advice of estimated or actual shipment dates.
(2) Exception status. Exception status results from any of the following supply decisions made by the supplier:
(a) Substitution of an authorized stock number.
(b) Change of unit of issue and/or quantity.
(c) Back-order is established when materiel cannot be sent by the SDD or RDD.
(d) Partial supply action on a requested quantity.
(e) Request rejected (returned without action) for a specific reason.
(f) Cancellation confirmed.
(g) Procurement of materiel for direct shipment from vendor to customer.
(h) Events indicating that materiel may not be sent to the requester within the set time frame for the assigned priority or the RDD.
b. Processing. Status cards from the SSA are usually on DD Form 1348m or DA Form 2765/2765-1. Status cards are identified by the document identifier code (DIC) in card columns 1 through 3 and the status code in card columns 65 and 66. The most often used DICs are AE-series supply status; AS-series shipment status; and AU-series reply to a cancellation request-shipment status. Figure 2-6 gives an explanation of the entries for a supply status card, DIC AE1. Figure 2-7 gives an explanation of the entries for a shipment status card, DIC AS1. Figure 2-8 gives an explanation of the entries for a reply to a cancellation request-shipment status, DIC AU1. Process status cards as explained in table 2-4. Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMIS) are not required to post routine status. Routine status is defined as BA, BB, and BM.

2.25 KEEPING THE DUE-IN STATUS FILE

a. A due-in status file is kept for each document register. This file holds status cards and status listings on unfilled supply requests, except SPBS-R/SPBS-R/TDA users. For SPBS-R and SPBS-R-I-TDA users, see paragraph d below. Duplicate or carbon copies of requests will also be placed in the file.

Note. A copy of the original request will be maintained in the file. This may be a duplicate provided by the supporting DSU with the initial status of "BB" which acknowledges receipt of the request.
b. When status cards are received, process them according to table 2-4. File the status cards in document number sequence. File the card in front of other documents related to the request. Units that have real time access to automated status files through use of

a Standard Army Management Information System (STAMIS) are not required to post routine status. Routine status is defined as BA, BB, BM.

c. Destroy the status cards from the file when the total quantity due-in is received, cancelled, or rejected. Also destroy the cancellation or rejection status cards for requests from the expendable/durable document register. File cancellation or rejection status cards for requests from the non-expendable document register in the document file. Before filing, mark the card" cancelled," enter the Julian date, and initial it.

d. SPBS-R and SPBS-R-I/TDA users, file a copy of non-expendable requests in the supporting document file. Expendable requests may be kept in a suspense file for information only. Automated document register and due-in list suffices for the due-in suspense file.

Table 2-4. Status Card Processing (See note 1)

STATUS CARD RECEIVED	TAKE THESE ACTIONS
AE . . . card with BA, BB, BC, BV, BZ or B3 status code.	1. Enter the status code and quantity, if partial quantity, estimated delivery date (EDD) from status card in column l of document register (in pencil). (If no Edd is supplied, use the date of receipt of the card in column 1.) 2. Place status card in due-in status file in front of all other cards for that request.
AE. . . card with BD, BK, B2, B8, or B9 status code.	1. Enter the status code only from the status card in column of the document register (in pencil). 2. Place the status card in the due in status file in front of all other cards for that request.
AE . . . card with BG status code (stock number and/or unit of issue changed).	1. For items not accounted for on property books: a. For NSN changes: (1) Post the change to all records kept for the item. (2) Enter the status code in column l of document register. (pencil entry). b. For unit of issue changes: (1) Enter the new unit of issue on all records kept for the item. (2) Change the quantity recorded as on hand to agree with new unit of issue. (3) Enter status code in column l of document register. (pencil entry). (4) Place status card in due-in status file. 2. For items accounted for on property books: a. For NSN changes: (1) Change the stock number in column d of document register. (2) Enter the status code in column l of document register (pencil entry). (3) Place status card in due-in status file. (4) If there is a quantity on hand, prepare and process DA Form 4949 (Administrative Adjustment Report (AAR)). If there is no quantity on hand, lace the property book page in the inactive file. Prepare a page for the new NSN. b. For unit of issue changes: (1) If there is no quantity on hand, enter the new unit of issue on all records kept for the item. (2) Enter the status code in column l of document register. (pencil entry). (3) Place status card in due-in status file. (4) If there is a quantity on hand, prepare and process an AAR.
AE . . . card with BH status code (substitution for requested item).	1. Post new NSN to column 4 of the document register. If appropriate, change entries in columns i and k (pencil).

	2. Enter the status code in column l of the document register (pencil entry). 3. Place status card in due-in status file.
AE . . . card with BJ status code (quantity changed to conform to unit columns i pack).	1. Enter the new quantity due-in in columns i and k of the document register. 2. Enter the status code in column l of document register (pencil entry). 3. Post the change to other records kept for the item if they show quantities requested or due-in. 4. Place status card in due-in status file.
AE . . . card with BM status code.	1. Enter status code in column l of document register. (pencil entry). 2. Place status card in due-in status file.
AE . . . card with BN or B7 status code.	1. Enter the code from the status card in column of the document register (in pencil). 2. Properly adjust local fund obligation records to reflect change. 3. Place the status card in the due in status file in front of all other cards for that request.
AE . . . card with BQ or B4 status code for total quantity requested.	1. Enter the status code and Julian date in column m of document register. 2. If the status card is for a request from the non-expendable document register, enter the word "Canceled", date of posting and initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it. 3. Remove previous status cards from due-in status file and destroy.
AE . . . card with BQ or B4 status code for part of quantity requested.	1. Enter the status code, quantity, from status card, and Julian date in column n of document register. 2. If there is no due-in quantity, change the entry in column j of the document register to ink, and enter the same date as the status card in column m. Remove previous status cards for the request from the due-in status file and destroy. 3. If due-in still exists, adjust due-in quantity in column k of document register (pencil entry). 4. If the status card is for a request from the non-expendable document register, enter the word "Canceled", the date of posting, and the initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it.
AE . . . card with any rejection status code for total quantity requested.	1. Enter the status code and Julian date in column m of document register. 2. Remove previous status cards for the request from due-in status file and destroy. 3. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected. 4. If the status card is for a request from the non-expendable document register, enter the word "Canceled", the date of posting, and the initials of individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.
AE . . . card with any rejection status for part of quantity requested.	1. Enter the status code and quantity from status card and Julian date in column n of document register. 2. If there is no due-in quantity, change entry in column j to ink, and enter date from status card in column m. Remove previous status cards for the request from the

	due-in status file and destroy. 3. If a quantity remains due-in, adjust the due-in quantity in column k of document register and file status card due-in status file. 4. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected. 5. If the status card is for a request from the non-expendable document register, enter the word "Canceled", the date posted, and the initials of the individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.
AS . . . or AU . . . card for total due-in quantity.	1. Enter the DIC and date shipped or estimated delivery date (ESD) from status card in column l of document register (pencil entry). 2. Place status card in the due-in status file.
AS . . . or AU . . . card for part of due-in quantity.	1. Enter the DIC, date shipped or ESD, and quantity from status card in column l of document register (pencil entry). 2. Place status card in the due-in status file.

NOTES:

1. Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMMIS) are not required to post routine status.

2. Unless otherwise stated, all entries cited above will be made in ink.

2. SECTION-IV Follow-up, Cancellation, Modification, and Reconciliation Procedures

2.26 FOLLOW-UP PROCEDURES

a. Follow-up action on an unfilled request is not mandatory. When used, follow-ups will not be submitted earlier than:

(1) For PD 01-08 requests, at least 9 calendar days have passed since the document date or the EDD on the latest supply or shipment status has not been received.

(2) For PD 09-15 requests, at time of monthly reconciliation and supply or shipment status has not been received.

(3) For PD 01-15 requests:

(a) At time of monthly reconciliation and the estimated shipping date has expired.

(b) It is determined that valid existing supply status is unsatisfactory in terms of estimated availability date.

(c) Fourteen calendar days have passed since a cancellation request was submitted and supply or shipment status has not been received.

(d) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

(e) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

b. When a follow-up is used, take these actions:

(1) If supply status has been received, use the latest AE-series status card. Enter "AF1" in block 1. Circle block 1 using colored pencil or ink.

(2) If no status has been received, prepare a follow-up document. Remake the supply request from the document register and proper supply publication. Enter the correct AT-series document identifier code from appendix H in block 1 (cc 1-3). Circle the entry using colored pencil or ink.

(3) Record the follow-up in the document register. Enter"AF1" or the DIC "AT-series" used and the Julian date of the action in column n. A status card prepared as a follow-up and posted to the document register is shown in figure 2-9.

(4) Send the follow-up to the SSA.

c. In the ARNG, instead of the time frames noted above, commanders will make sure follow-up action is not taken earlier than:

(1) For PD 01-08 requests, at least 17 calendar days have passed since the document date and supply or shipment status has not been received.

(2) For PD 09-15 requests, at least 30 calendar days have passed since the document date and supply or shipment status has not been received.

(3) Thirty calendar days have passed since the submission date of a cancellation request and supply or shipment status has not been received.

2.27 FOLLOW-UP ON A SHIPMENT (REQUEST FOR TRANSPORTATION STATUS)

a. Follow-up action on requests with shipment status is not mandatory. When used, follow-ups will not be submitted earlier than:

(1) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped or ESD and the shipment has not been received.

(2) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped or ESD and the shipment has not been received.

b. When a follow-up on a shipment is used, take these actions:

(1) Remove the shipment status card from the due-in status file. Enter "TM1" in block 1. Circle the entry using colored pencil or ink.

(2) Record the follow-up in the document register. Erase proper entry in column l. Enter "TM1" and Julian date of the action in column n.

(3) Send the follow-up to the SSA.

Note. If shipment status card is lost, notify the SSA that the shipment has not been received. Provide the SSA with all available information related to the request.

2.28 REQUESTING AN IMPROVED ESTIMATED DELIVERY DATE

Requests for improved EDDs are not mandatory. When used, requests for improved EDDs are restricted to PD 01-08 requests. A request for an improved EDD may be used when status is received with an unacceptable EDD. Use the following procedures:

a. Remove the latest status card from the due-in status file. Enter "AFC" in block 1. Circle block 1 using colored pencil or ink.
b. Record the follow-up request to the document register. Enter "AFC" and Julian date of the action in column n.
c. Send the follow-up request to the SSA.

2.29 CANCELLATION PROCEDURES

Submit a request for cancellation when all or part of a quantity requested is no longer needed. Be sure to include the EIC in cc 54-56 on all customer initiated cancellation requests. Use the following procedures:
a. Preparation of a request for cancellation.
(1) If status has been received, use the latest status card. Enter "AC1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
(2) If no status has been received, prepare a request for cancellation. Remake the supply request from the document register and proper supply publication. Enter "AC1" in block 1 (cc 1-3). Enter the quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
b. Processing.
(1) Record the cancellation request in the document register. Enter "AC1" and Julian date if requesting cancellation of the entire quantity; or "AC1," quantity, and Julian date if requesting cancellation of a partial quantity. These entries are made in pencil in column n. Figure 2-10 shows a cancellation request posted to the document register.
(2) Send the cancellation request to the SSA.
Request for cancellation is not complete until verification is received from the SSA. This is a supply status card with a "BQ" status code. When verification is received, do the following:
(1) When entire quantity requested is cancelled:
(a) Post the document register. Enter "BQ" and the Julian date of the cancellation verification in column m. Erase any previous entry in column 1. Erase the "AC1" and Julian date in column n. Figure 2-11 shows the completion of the cancellation action started in figure 2-10 columns k and l.
(b) Remove all status cards and other documents for the item from the due-in status file and destroy.
(c) If the cancellation verification applies to the non-expendable document register, file it in the document file; otherwise, destroy it.
(2) When part of a quantity requested is canceled:
(a) Post the document register. Erase the "AC1," quantity, and Julian date in column n. Enter "BQ," quantity canceled and the Julian date of cancellation verification in column n. Erase the previous entry in column 1, as appropriate. Make the entry in column j permanent if action is completed. Change the due-in quantity in column k. Figure 2-12 shows entries required on the document register when a partial cancellation is started. Figure 2-12 shows entries required when the cancellation is confirmed.
(b) If cancellation verification applies to the non-expendable document register, file it in the document file; otherwise, destroy it.

d. Follow-up on a cancellation request. Follow-ups on cancellation requests are not mandatory. When used, 14 calendar days must have passed since a cancellation request was submitted and supply or shipment status has not been received. Use the following procedures:
(1) If status card is available, use it. Enter "AK1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
(2) If status card is not available, prepare a follow-up. Remake the supply request from the document register and proper supply publication. Enter "AK1" in block 1 (cc 1-3). Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
(3) Record the follow-up in the document register. Erase "AC1," quantity, and Julian date in column n. Enter "AK1," quantity, and Julian date the action is started in column n.
(4) Send the follow-up to the SSA.

2.30 MODIFICATION OF PREVIOUSLY SUBMITTED REQUESTS

a. Use. A request modifier document is used to modify the following information on previously submitted requests. Use it only when the change pertains to the entire quantity due in. It must be submitted for each open request when a unit's Force Activity Designator (FAD) or Urgency of Need designator changes. Prepare a DA Form 2765-1 as follows:
(1) Media and Status Code, block 3.(1.1) Type of requirement (TRC), end item code (EIC), block 18.
(2) Project Code, block 19.
(3) Priority Designator, block 20.
(4) Required Delivery Date, block 21.
(5) Advice Code, block 22.
b. Preparation.
(1) If status has been received, use the latest status card. Enter the correct "AM"-series DIC from appendix H in block 1. Enter the new data in the appropriate blocks. Delete a previously submitted code by circling the empty block. Circle these entries using colored pencil or ink.
(2) If no status has been received, prepare a request modifier. Remake the supply request from the document register and proper supply publication. Enter the correct "AM"-series DIC from appendix H in block 1 (cc 1-3). Enter the new data in the appropriate blocks. Be sure to include the Project Code, RDD and Advice Code if one or more of these codes was entered on the original requisition. If any of these codes are left off, they will be deleted from the transaction automatically. Circle these entries using colored pencil or ink.
c. Processing. Record the request modifier in the document register as follows:
(1) If the PD was modified, draw a line through the original PD in column g; enter the new PD. Have the request authenticated if required.
(2) Enter the correct "AM"-series DIC from appendix H and the Julian date of the action in column n. Figure 2-13 shows a request modifier posted to the document register.
(3) Send the request modifier to the SSA.
propriate document. If no status has been received prepare a follow-up document. Attach the document to the customer due out reconciliation listing for return to the SSA.

2. SECTION-V RECEIVING SUPPLIES

2.32 AUTHORIZATION TO REQUEST/RECEIPT FOR SUPPLIES

a. On appointment, commanders or accountable officers will send a copy of assumption of command orders or appointing memorandum to each SSA from which supplies are drawn. This authorizes the commander/accountable officer to request/receipt for supplies.

b. DA Form 1687 is used when an accountable/responsible person wants to designate personnel as authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. The DA Form 1687 will be used to request and/or receipt for all property listed in AR 710-2, paragraph 2-5e, Class VII, narcotics, ammunition, controlled forms, COMSEC items, and weapons. Commanders may designate additional items requiring control by DA Form 1687. For example:

(1) The PBO may designate persons to request/receipt for items from the SSA. Normally two sets of cards are prepared and sent to the SSA. One set to the Editing Branch and the other to the Issue/Receiving Branch. If possible, designate different individuals to perform these actions to reduce potential for fraud, waste and abuse.

(2) Hand or subhand receipt holders may designate personnel to sign "change document" in their absence. The use of "change documents" is explained in paragraph 5-3.

(3) DA Form 1687 may be used to delegate authority to a designated representative to sign or initial forms and records in this pamphlet. An example is the requirement to review and initial the document register outlined in paragraph 2-3.

c. Prepare DA Form 1687 in enough copies to meet local needs. Figure 11-4 gives instructions for preparing DA Form 1687 for Class 5.

d. The preparing unit or activity will keep a copy of completed DA Forms 1687. Send the other copies to the proper SSA, PBO.

e. Only the responsible/accountable officer or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is a U.S. Government identification card having the signature and a picture of the person.

f. Keep DA Forms 1687 current. Use the following procedures:

(1) Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement "Added, previous editions remain in effect" in the remarks block.

(2) To delete personnel, prepare a DA Form 1687 as shown in figure 2-14 listing the names of the persons deleted. Personnel to be deleted do not sign or initial the card. Enter an "X" in the "withdraws from" block. Circle this block using colored pencil or ink. Enter the word "Deleted". Other personnel listed remain in effect" in the remarks block.

(3) DA Forms 1687 expire on the date entered in the "expiration date" block. When the forms expire prepare new forms.

g. DA Form 5977 (Authorization Card) shown in figure 2-21, is used to request and/or receipt for supplies not requiring formal accountability at the user level (see para 2-28b above). The Authorization card when used in conjunction with a commander’s assumption of command order, or accountable officers order, establishes accounts which authorize the request for, and receipt of supplies. Figure 2-22, DA Form 5978

(Control Sheet), is used by the responsible/accountable officer to track the location of each card. The card should be treated with the same sensitivity as keys.

(1) DA Form 5977 is issued to the user as determined by the responsible/accountable officer. These individuals also determine which of the functions, (request/receive supplies), or both, the cardholder will be authorized to perform. Card holders may be restricted to one of the two functions based on the judgement of the responsible/accountable officer. DA Form 5978 is used to record the card serial number, facilities where the card may be used, and the person, if any, authorized to hold the card. The responsible/accountable officer retains the options of keeping the cards in his/her possession, or issuing them directly to using personnel. More than one card can be issued to a subordinate activity. For example:

(a) The commander may issue the card to the motor sergeant. The card may be given by the motor sergeant to the PLL clerk to receive parts.

(b) The PLL clerk goes to the activities to request/receive supplies and presents the card. The card is checked to ensure the commander's signature and the serial number match those on the order which is on file at the facility. If the information is a match, the supplies may be requested/issued.

(c) If the facility requires a signature for the supplies, the PLL clerk will sign for the items and write the card serial number on the materiel release order, hand receipt or other document.

(2) One copy of the assumption of command or accountable officer orders is required at each facility using the authorization card. Add the phone number of the responsible/accountable officer below the signature block. On the order, write (ink entry), or type all serial numbers of the cards that are to be used for a particular activity. A separate order is not required for each serial number, however, an order is required to be on file at each facility requiring an account. Serial numbers may be added by sending a memorandum to the facility if valid orders are on file at the facility.

(3) Damaged, lost or stolen cards.

(a) Damaged cards will be returned to the issuing responsible/accountable officer immediately. The responsible/accountable officer will destroy the card and annotate the Control Sheet to indicate the card has been destroyed.

(b) Lost or stolen cards must be reported to the responsible/accountable officer immediately. The responsible/accountable officer will annotate the Control Sheet to indicate that the card has been lost or stolen. The facilities that are authorized on the card will be notified that the card has been lost or stolen. The facilities staff will line out the serial number of the missing card and items will no longer be issued to anyone holding the card. Loss of theft of a card will be investigated by the responsible/accountable officer.

(4) Disposition of the DA Form 5977, DA Form 5978, and assumption of command or accountable officer's orders.

(a) DA Form 5977 (fig 2-21): Upon change of command or accountable officer, all cards issued under his/her signature will be collected and destroyed.

(b) DA Form 5978 (fig 2-22): Will be retained in active supply administration files (AR 25-400-2, file number 710-2i) for 1 year and will be destroyed after 2 years.

(c) Assumption of command/accountable officer's orders: Will be retained after the change of command in active administration files (AR 25-400-2, file number 710-2i) for 1 year and will be destroyed after 2 years.
(5) The serial numbers on the cards serve as the basis for audit trail retention. Each issuing unit or activity will appoint a person to control the block of serial numbers to subordinate activities or units. All cards will be inventoried at least quarterly.
(6) Misuse of cards and cards suspected to be fraudulent.
(a) Commanders/accountable officers are discouraged from checking every block on the back of the card.
(b) Facilities that suspect cards to be fraudulent may challenge the card by calling the responsible/accountable officer.
(7) DA Form 5977, is not required at a facility that has a valid DA Form 1687 on file, unless the user desires to use the additional card.

2.33 RECEIPT DOCUMENTS

a. Supplies issued from an SSA are normally issued with DD Form 1348-1 (Issue Release/Receipt Document) or DD Form 1348-2 (DOD Issue Release/Receipt Document With Address Label). (See figure 2-15.) The customer acknowledges receipt of the supplies by signing his or her name, rank, and the Julian date in block 7.
b. Items in stock at the SSA are issued on DA Form 2765-1. (Fig 2-16 shows an example of a completed DA Form 2765-1 as a receipt document.) The customer acknowledges receipt of the supplies by entering the quantity received in block S, Julian date, signature and rank in block V of DA Form 2765-1.
c. When items are requested on DA Form 3161, the issue is made on that form. (Fig 2-17 shows an example of a completed DA Form 3161 as a receipt document.) The customer acknowledges receipt of the supplies by completing the "Supply Action" column and entering the date, printed name, signature and rank in block 15.
d. When items are received directly from a contractor or vendor, they are accompanied by a commercial invoice, DD Form 250 (Materiel Inspection and Receiving Report), or DD Form 1155 (Order for Supplies or Service). The customer acknowledges receipt of supplies by signing name, printing name, and dating the "receiver" block on the commercial invoice, block 22 on DD Form 250, or block 26 on DD Form 1155. Send a copy of the receipt document to the SSA within 3 working days of receipt of supplies. (Figs 2-18 and 2-19 are samples of DD Form 250 and DD Form 1155, respectively.)

e. When items are received directly from a contractor or vendor and are not accompanied by any documentation, prepare DD Form 250 in four copies. Complete blocks 7, 11, 13, 15, 16 (include document number for each request that pertains to items received), 17, 18, and 22. Complete other blocks only if correct information is readily available, e.g. listed on the shipping container. Don't sign block 21B unless technically qualified to certify that items meet contract specifications. Keep one copy of the DD Form 250 and process the receipt under paragraph 2-34; send remaining copies to the supporting SSA.
f. Upon receipt of non-expendable items are purchased with the IMPAC credit card, the primary hand receipt holder will prepare DD Form 250 in four copies. Complete blocks as follows:

(1) Block 1 -- enter the word 'IMPAC.'
(2) Block 2 -- enter the invoice number or reference number from vendor's receipt.
(3) Block 9 -- enter the vendor's name and address.

(4) Block 13 -- enter the hand receipt number and the unit address.
(5) Blocks 15 to 20 -- enter known information pertaining to items(s).
(6) Block 22 -- place signature of hand receipt holder and date of purchase. Keep one copy of DD Form 250 and provide remaining copies of the DD Form 250 to the PBO for processing under paragraph 2-34.

g. Place the receipt document for items recorded on the non-expendable document register in the supporting document file. Destroy the receipt document for items recorded on the expendable/durable document register. For all items direct-shipped from a depot, ARNG and USAR units will forward a copy of all receipt documents to the supporting SSA within 24 hours of the receipt. Copies of Government Bills of Lading (GBL) and TK4 intransit data cards will be sent to the USPFO.

h. If the receipt is for the total quantity requested, remove and destroy all status cards from the due-in status file that apply to the request.

i. Use the procedures in AR 55-38, AR 710-3, AR 735-5, and/or AR 735-11-2 for reporting and documenting discrepancies.

j. Upon receipt some property book items require submission of DA Form 2408-9 (Equipment Control Record). See DA Pam 738-750, chapter 5.

k. When inspecting and inventorying receipts of unclassified CCI ensure that seals are intact and that no tampering has occurred. Report tampering per AR 380-40 and DA Pam 25-380-2.

COMPLETION INSTRUCTIONS BY COLUMN OR BLOCK FOR DA FORM 2064.

(Element keeping the register) Enter name of the element and unit keeping the register.
(DOD Activity Address Code) Enter the unit DODAAC that will be put on the request.
(Unit Identification Code) Enter the UIC of the requesting unit.
(Page number). Enter page number. Pages are numbered in sequence.
(a)--Enter the Julian date. For training ammunition follow the procedures in figure 11-6.
(b)--Enter the assigned four-digit document serial number. Restart the sequence daily.
(d)- -
1. Enter the stock number of the item being requested or turned in. For non-expendable document registers, the LIN may be
included for purposes of continuity and cross-reference.
2. For requests for issue or turn-in on DA Form 3161, leave blank.
(e)--
a. Enter one or two words that identify the item requested or turned in.
b. For request for issue or turn-in on DA Form 3161, enter DA Form 3161.
c. For training ammunition follow the procedures in figure 11-6.
d. For other than requests for issue or turn-in, enter a description of the form or action. Examples are:
S/C for Statement of Charges.
R/S for Report of Survey.
AAR for Administrative Adjustment Report.
(f)--
a. Enter hand receipt or equipment number, or other locally assigned identification for which item is requested.
b. For supply requests that are required by a maintenance request, enter the job order number.

c. For adjustment documents such as statements of charges or reports of survey, applicable hand receipt number may be entered.

(g)--Enter the PD of the request for issue; otherwise, leave blank.
(h)--
a. The person authorized to authenticate requests will place their initials in this column for each UND A and B request. Otherwise, leave blank.
b. For UND A and B supply requests that are required by a maintenance request, leave blank.
Note: Initials are not required for requests that have been extracted from another register.

Quantity
(i)--
a. Enter the quantity requested.
b. For training ammunition follow the procedures in figure 11-6.
c. For request for issue on DA Form 3161, leave blank.
d. For other than request for issue, leave blank.

(j) Enter the quantity received from the SSA or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.
(k) Enter the quantity due-in when document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.
(l) This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient,
use column n (Remarks).
WHEN
DO THIS
ENTER
Supply status card is received for total due-in quantity.
Erase any previous entry.
Status code and if provided the EDD from the card.
Supply status card is received for part of due-in quantity.
Erase previous entry. Status code, EDD if provided and quantity from status card.

WHEN
DO THIS
ENTER
Shipment status card is received for total due-in quantity.
Erase previous entry. Document identifier code (DIC) and the date shipped or ESD from the card.
Shipment status card is received for part of due-in quantity.
Erase previous entry, as appropriate. DIC, the date shipped, or ESD, and quantity from status card.
Final action is completed.
Erase old entry.

a. Enter Julian date when final action is completed. If a partial quantity is received, enter the Julian date of receipt in pencil.

b. When cancellation or rejection status is received for total quantity requested, enter the status code and the Julian date of the cancellation or rejection verification. (See para 2-29.)

c. Enter CXL and the Julian date when request documents are canceled prior to forwarding to the SSA, and when documents other than request for issue are canceled.
d. Julian date adjustment documents (AR 735-5) or AARs are posted to the property records, or the Julian date of the release document is initiated by the survey officer for damaged property.

WHEN
DO THIS
ENTER
Cancellation/rejection status is received for part of the quantity requested.
Mark partial quantity received in column j, a permanent entry when action is completed.
Status code, quantity cancelled, and the Julian date of the cancellation/rejection verification.
AF1 or AT follow-up is submitted. (See para 2-26.)
Erase proper entry in column 1.
AF1 or appropriate AT DIC and Julian date (pencil entries).
AFC follow-up is submitted. (See para 2-28.) AFC and Julian date (pencil entries).

WHEN
DO THIS
ENTER
Request for transportation status is submitted. (See para 2-27.)
Erase entry in column l. TM1 and Julian date (pencil entries).
Request modifier is submitted. (See para 2-30.)
Update entries for which modification is requested.
AM and Julian date (pencil entries).
Request for cancellation for total due-in quantity is submitted. (See para 2-29).
AC1 and Julian date (pencil entries).
WHEN
DO THIS
ENTER
Request for cancellation for part of due-in quantity is submitted. (See para 2-29)
AC1, quantity to be cancelled, and Julian date (pencil entries).
Follow-up on a cancellation request is submitted. (See para 2-29.)
Erase AC1 and Julian date in column n.
AK1 and Julian date (pencil entries).
1. Erase pencil entries in this column on receipt of reply to document submitted.
2. All entries will be made in ink or by typewriter unless otherwise stated. Corrections are made by drawing a single line through the incorrect entry and entering the correction above.
3. Document registers are kept by calendar or fiscal year (FY). When closing out document registers at the end of the year, enter the statement “CLOSED OUT,” the current date, and the signature of the individual performing the posting on the next available line following the last document entry in the register. Use the procedures in AR 25-400-2 for filing and extracting document registers.

COMPLETION INSTRUCTIONS BY BLOCK NUMBER FOR DA FORM 1687

(1) Date Enter the calendar date the form is prepared.
(2) Organization receiving supplies Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
(3) Location Enter the name of the installation on which the unit is located.
AUTHORIZED REPRESENTATIVE(S) Section

(4) Last name - first name - middle initial Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement “Continuation to DA Form 1687 dated” in the remarks block of the follow on card.
(5) Enter “not used” on next available line when all lines are not used.
(6) (REQ) Enter “YES” in this block for each person authorized to request supplies. Otherwise, enter “NO”.
(7) Signature and initials Enter the signature and initials of authorized representatives.
AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section
(8) Enter an “X” in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.
(9) Remarks Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.
(10) Unit identification code Enter the assigned unit identification code. I ASSUME FULL RESPONSIBILITY Section DODAAC/Account Number
(11) Enter the unit DODAAC and any locally assigned account number.
(12) Last name - first name - middle initial Enter the name of the responsible person.
(13) Grade Enter the grade or rank of the responsible person.
(14) Telephone number Enter the office telephone number of the responsible person.
(15) Expiration date 15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
(16) Signature Enter the signature of the responsible person.
Note. All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

COMPLETION INSTRUCTIONS FOR DA FORM 5977

DA Form is typed or completed in ink as follows: Organization/Installation Enter the Unit or Activity designation. Example:
HHC, 23 QM Bde, Ft. Smith, VA or Supply Division, DOL, Fort Jones, VA. DODAAC/Account # Enter either the DODAAC or account number. (Examples: W33V33 or any other alpha-numeric account number that the unit has been provided.) Signature/Signature Block On a single line, type or write, in ink, the signature block of the responsible/accountable officer. The card is signed above the signature block by the person listed on the orders. Authorized Facilities Place an “X” in the box which denotes the facility to which access is desired. Spaces are available to write in, or type, the name of a facility not listed. For example, a motor pool on a card may have “Xs” in the block for Class IX, Can. Point, and DS Maintenance. In addition, COPARS and Calibration may be written in to the available blank spaces. Laminate the card on both sides using plastic sheet, NSN 9330-00-752-9091 which is available through the SSSC.

COMPLETION INSTRUCTIONS FOR DA FORM 5978

This form is used by the responsible/accountable officer to track the location of the Authorization Card, DA Form 5977. The form is completed as follows: Enter the serial number from the Authorization Card in the card serial number column. Place an “X” in the block which corresponds to the facility entered on the back of the Authorization Card. Space is available to write in location titles if required. HOLDER: Enter the name of the person who holds the card and have them sign their name, (ink entry), to acknowledge receipt of the card.

APPENDIX K – SELECTED APPLICABLE PORTIONS OF DA PAM 710-2-2 EXTRACTS

1.1 PURPOSE

This pamphlet provides manual procedures to manage and operate a uniform supply system for support units below the wholesale level.

3.0 STOCK ACCOUNTING

3. SECTION-I STOCK CONTROL ADMINISTRATION

3.1 ARMY STOCK RECORD ACCOUNTING SYSTEM

The Army Stock Record Accounting System has three basic parts, as follows: stock records; demand data; and selective stockage.
a. The stock record is used to account for stock and collect demand data. The stock record is the core of the Stock Control System. Therefore, the key to an effective supply support operation is an accurately posted and efficiently kept stock record.
b. The stock record also provides a method of gathering demand data during the supply support operation. This record provides information needed to compute valid demand rates. The demand rate is the primary factor to which military supply support is sensitive.
c. Selective stockage determines what to stock, how much to stock, and where to stock. Selective stockage is discussed in chapter 4.

3.2 PURPOSE OF A STOCK RECORD ACCOUNT

The stock record account (SRA) is a holding account for stocks in the pipeline. All items enter the Army inventory through an SRA. They are recorded in an SRA while being stored for issue. Selected items must be returned to an SRA before disposal from the Army inventory. The SRA will not be used to account for property issued to a customer unit.
a. The SRA is used by table of organization and equipment (TOE) or Table of Distribution and Allowances (TDA) units with a supply support mission to service their customer units.
b. The SRA is an SSA’s accounting record. It must be kept by an SRO on prescribed forms. The SRA will be used to perform the three major functions of supply, as described below.

(1) To make decisions that control the inventory. Data in the account is the basis for the inventory control functions of the following:

(a) Determination of need.
(b) Acquisition and disposal.

(c) Decisions on when to repair stock.
(2) To control items. Vouchers posted to the account are the basis for supply control functions of receiving, issuing, recovering, shipping, and storing.
(3) To be the accountable record. Records and files of the account are the basis for stock control functions of stock accounting and asset reporting.

3.3 AUTHORITY TO KEEP AN SRA

The document authorizing and organizing an organization also authorizes an SRA as part of the mission (if one is to be authorized at all). The TOE or TDA therefore is the authority. Mission-support SRAs supporting special development, maintenance, manufacturing, production, renovation, research, or testing missions must be authorized by the MACOM commander or the Director, Army National Guard of the U.S. 3.4 SRA serial numbers Army Regulation 735-5 requires that a serial number be assigned to each SRA; this number will permit the SRA's identification and prevent the establishment of unauthorized SRAs.
a. The Department of Defense Activity Address Code (DODAAC) assigned under AR 725-50, chapter 9, is the SRA serial number.
b. The SSA commander requests assignment of a serial number under one of the following:

(1) When a new account is established.
(2) If a serial number has not been assigned to an existing account.

c. The SRO requests cancellation of the serial number when the account is closed.
d. Serial numbers pertain to the SRA; they do not pertain to the officer keeping the account.

3.5 STOCK RECORD OFFICERS

a. The SRA is operated by a stock record officer (SRO). The SRO is an accountable officer appointed under AR 735-5. In the ARNGUS, the U.S. property and fiscal officer (USPFO) is the SRO at State level. The USPFO is accountable for supplies from the time of receipt until they are issued, released, or dropped from accountability under this pamphlet and AR 735-5.
b. Accountability will be transferred from an outgoing to an incoming SRO under AR 735-5. Required certificates of transfer for the outgoing and incoming SRO are shown at figures 3-1 and 3-2, respectively.

3.6 DISPOSITION OF STOCK RECORDS

Stock records and files set up under this pamphlet will be disposed of as directed in AR 25-400-2.

3. SECTION-II STOCK ACCOUNTING—THE RECORDS

3.7 KEEPING THE RECORDS

Stock records must always be kept up to date. Current and accurate postings will be made so that the records always show the true balance of stock. Transactions showing gains, losses, assets, or liabilities will be posted to the records within 1 workday after receipt in the stock control section. Records having delinquent postings are worthless for editing requests, controlling levels, or gathering statistics. Preposting is the preferred method, while post-post may be used in selected circumstances as determined by the SSA commander. Posting of records should be done by the least number of personnel, while providing the quickest supply to their customers. General instructions shown below will be followed for all postings.

a. Make postings in indelible ink unless otherwise stated in the following chapters.

b. Post receipts from the release document, shipping document, turn-in document, materiel inspection and receiving report, packing list, or other document on which the receiving section in-checker has acknowledged receipt of the supplies.

c. Post acquisition actions for authorized stockage list (ASL) items as a due-in or due-out or both pending receipt. (See chap 6.) Dues-in or out will be posted immediately after a document number is assigned to the requisition. On receipt, post as a gain to the stock accounting record. Make a clearing entry for the due-in. Check the due-out record to determine if stock is due out.

When stock is due out, issue the stock by the highest priority designator (PD), oldest date first. Make a clearing entry on the due-out record. Post the issue as a loss to the stock accounting record.

d. If posting has been delayed and, as a result, several postings to a stock record are necessary, make them in the following sequence:

(1) For inventory adjustments, first post the decrease adjustments as losses; then post the increase adjustments as gains.

(2) Receipts due in from supply sources as the result of acquisition actions.

(3) Receipts not due in from supply sources; this includes customer unit turn-ins.

(4) Cancellations of acquisition actions due in from supply sources.

(5) Cancellations of back-ordered customer unit requests for issue due out from the SSA.

(6) Release denials. First, post Materiel Release Denials (MRDs); then post Disposal Release Denials (DRDs).

(7) Customer units high priority (PD 01-08) and not mission capable supply (NMCS) or anticipated not mission capable supply
(ANMCS) requests for issue.

(8) Due-out releases of back-ordered customer unit requests for issue.

(9) Customer units low priority (PD 09-15) requests for issue.

(10) Shipments to other SSAs and the Defense Reutilization and Marketing Office (DRMO).

3.8 STOCK RECORD SETS

The stock record set is one or more of the following forms for a single item, all filed together: DA Form 1296 (Stock Accounting Record); DA Form 1297 (Stock Accounting Record Title Insert); DA Form 1298 (Due Out Record); DA Form 4999 (Due In Record); and DA Form 1300-2 (Computation Card).

a. A stock record set is kept for each item on the ASL.

b. A complete stock record set is not needed for nonstockage list (NSL) assets. Only the DA Form 1296 and a DA Form 1297 are kept. When dues-out are given for NSL lines, prepare DA Forms 1298 and 4999. The stock record set will contain the essential elements of data in tables 3-1 through 3-4.

c. In addition to the records specified in this section, COMSEC accounts will maintain special accounting records of formal accountability per TB 380-41.

(1) Serial number. Items recorded in the SRA that meet any of the following conditions require serial number accounting:

(a) Items with a U.S. Army registration number. The registration number will be recorded as the serial number.

(b) Items listed in the AMDF with a controlled inventory item code (CIIC) other than “U” or blank, and the item has a serial number.

Table 3-1. Stock accounting record.

Use: To account for assets of a stock account
Preparation: Manual or Automated
Format: As prescribed in manual or automated procedural publications
File: Stock Accounting Files
Title: Date

Title: Voucher number
Explanation: N/A

Title: Organization
Explanation: The activity where the demand originated, to whom items were shipped, or from whom items were received.

Title: Quantity and type demand
Explanation: Recurring or nonrecurring.

Title: Quantity gained
Explanation:
N/A

Title: Quantity lost
Explanation:
N/A

Title: Balance by condition
Explanation: NA

Title: Summary of demands Month Number and quantity recurring
Explanation: Relates to month. Number and quantity nonrecurring

Title: Stock Number
Explanation: N/A

Title: Item description
Explanation: N/A

Title: Unit of issue
Explanation: Includes unit of measure and measurement quantity for non-definitive unit of issue.

Title: Stockage list code
Explanation: N/A

Table 3-2. Due-in record.

Use: To record dues-in
Preparation: Manual or Automated
Format: As prescribed in manual or automated procedural publications
File: Stock Accounting Files
Title: Stock Number

Title: Date
Explanation: N/A

Title: Document number
Explanation: N/A

Title: Quantity due-in
Explanation: N/A

Table 3-3. Due-out record.

Use: To record dues-out
Preparation: Manual or Automated
Format: As prescribed in manual or automated procedural publications
File: Stock Accounting Files
Title: Stock Number

Title: Date
Explanation: N/A

Title: Priority Designator
Explanation: N/A

Title: Document number
Explanation: N/A

Title: Quantity due-out
Explanation: N/A

Table 3-4. Nonstocked demand record.

Use: To record demand data for nonstocked items
Preparation: Manual or Automated
Format: As prescribed in manual or automated procedural publications.
File: Nonstocked Demand File
Title: Stock Number

Title: Date
Explanation: N/A

Title: Voucher number
Explanation: N/A

Title: Organization
Explanation: The activity where the demand originated.

Title: Quantity and type demand

Explanation: Recurring or nonrecurring

Title: Summary of demands Month Number and quantity recurring
Explanation: Relates to month. Number and quantity nonrecurring

3.9 USE OF DA FORM 1296

Use DA Form 1296 as the accounting ledger. (A sample of DA Form 1296 is shown at fig 3-3.) It is used to record all transactions for a single item. It has two identical parts and is perforated for ease of separation. Entries for serviceable stock are started at the top left half of an unseparated form; when that half is filled, entries are continued to the right half of the unseparated form. To account for suspended or unserviceable stock, the form will be separated; a part will be used for each supply condition. Figure 3-4 is a sample DA Form 1296 prepared for a direct support (DS) repaired exchange reparable. Figure 3-5 is a sample DA Form 1296 for a reparable not repaired at DS level. All forms for a single stock number will be kept in the same visible file pocket. The detailed entries on the card are made as follows:

a. Stock number block. Enter the national stock number (NSN), FPN, MCN, or other identifying number used to account for the item.
b. Supply condition code (SCC) block. Enter the supply condition code used to segregate the stock recorded on the form. Use “SVC” for serviceable and “UNSVC” for unserviceable.
3.9.C Date column.
c. Date column. Enter the Julian date of each posting.
d. Balance brought forward. Enter the date and balance found in the balance carried forward entry on the previous card.
e. DAAC and date/serial columns. Enter the voucher number.
f. Demand column. Total quantity requested is posted as a demand when the request is first processed, regardless of the supply action. Demands that are satisfied by interchange or substitution are posted to the requested stock number, not the issued stock number. When a request for the cancellation of a previously recorded demand is processed, post it as a negative value. Post only customer unit requests for issue containing a demand code “N” or “R,” and cancellation of those requests, in the demand column. Do not post any other transaction in the demand column.
(1) Recur column. Post the total quantity requested or canceled in the recur column when the demand code is “R.”
(2) Nonrecur column. Post the total quantity requested or canceled in the nonrecur column when the demand code is “N.”
g. Gain column. Post receipts, turn-ins, adjustments, and any other transactions that increase the balance as a gain.
h. Loss column. Post issues, shipments, adjustments, and any other transactions that decrease the balance as a loss.
i. Balance column. Enter the balance of stock after the previous balance has been increased or decreased by the posting.

j. Balance carried forward. Enter the date and balance to be entered in the balance brought forward entry on the next form.
k. Summary of demands section. This section provides a means to summarize demand data by month for 18 months (one-and-one-half control periods), so that this information can be used to compute requisitioning objectives (ROs). Post this section in pencil as shown below, just before making each RO computation.
(1) Month line. Enter the month.
(2) Recur line. Count the number of times during the month that a demand was posted in the recur column. Enter this count in the upper half of the block. Add the total quantity requested by each of these recurring demands; subtract cancellations. Enter the result in the lower half of the block.
(3) Nonrecur line. Count the number of times during the month that a demand was posted in the nonrecur column. Enter this count in the upper half of the block. Add the total quantity requested by each of these nonrecurring demands; subtract cancellations. Enter the result in the lower half of the block.

3.10 USE OF DA FORM 1297

Use DA Form 1297 as an exposed heading for the item in the visible index file pocket. It records identification and supply management data for a single item. Data entered is found in the ARMS Monthly Data File (AMDF) unless otherwise stated in this paragraph. (A sample DA Form 1297 is shown in fig 3-6.) Make the detailed entries on the form as follows:
a. All data spaces on the DA Form 1297 need not be filled in when the form initially is prepared. Data will be entered as needed or as directed by the SRO. Optional data elements are listed below.
(1) Source of supply (SOS). Use chapter 6 to decide how to acquire the item. If it is acquired by Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitioning, enter the routing identifier code (RIC) from the SOS column of the AMDF. If the item is acquired by fabrication, cannibalization, or local purchase, leave this block blank.
(2) Acquisition advice code (AAC). Enter the AAC.
(3) Unit price. Enter the item cost for the quantity expressed by the unit of issue code.
(4) Shelf life item (SLI). Enter the SLI code.
(5) Controlled Inventory Item Code (CIIC). Enter the CIIC.
(6) Accounting requirements code (ARC). Enter the ARC.
(7) Material category structure code (MCSC). Enter the MCSC.
(8) Fund code (FC). Enter the FC.
(9) Reportable item control code (RICC). Enter the RICC.
(10) Supply categories of materiel code (SCMC). Enter the SCMC.
(11) Essentiality code (EC). Enter the EC.
(12) Automatic return item (ARI). Enter the ARI.
(13) Remarks. For use as required.
b. Blocks listed below are the mandatory data elements. Enter this data on each title insert prepared. Mandatory data elements are as follows:

(1) I&S data. This block records interchangeable or authorized substitute items that are stocked in the ASL, or that may be on hand as NSL assets. If the interchangeable or substitute items are not stocked in the ASL, or are not on hand as NSL assets, leave this block blank.
(2) Stock number. Enter the NSN, FPN, MCN, or other identifying number found on DA Form 1296.
(3) Unit of issue (UI). Enter the UI code.
(4) Unit of measure (UM). Enter the UM code.
(5) Measurement quantity (M QTY). Enter the M QTY.
(6) Recoverability code (RC). Enter the RC. If the RC is D or L, place a blue-colored signal over this block to flag the record. These items require constant management.
(7) Nomenclature. Enter the item name.
(8) Stockage list code (SLC). Enter an SLC described in chapter 4.

c. Three more positions are provided to take care of colored file signals. They are used when the stock record set shows a zero balance, use of summary accounting, or excess stock. These three situations require close management, as outlined below.

(1) Zero—Place an orange-colored signal over this block when the DA Form 1296 balance column reflects a zero or negative balance.
(2) SUM—Place a green-colored signal over this block when the DA Form 1296 has been converted to summary accounting using DA Form 1300-3 and DA Form 1300-4 (Reorder Point Record).
(3) Excess—Place a red-colored signal over this block when the DA Form 1296 balance column reflects a balance greater than the authorized retention level.
d. When a specified color signal temporarily is unavailable, the SRO may substitute another color (other than orange, blue, green, or red), until the correct color is available.

3.11 USE OF DA FORM 1298

Use DA Form 1298 as the ASL back-order record. It is also used to record back-orders for NSL lines when required. It records ASL demands that have not been totally satisfied. Enter the data from the DA Form 1296, unless otherwise stated in this paragraph. (A sample DA Form 1298 is shown in fig 3-7.) Detailed entries on the DA Form 1298 are made as follows:

a. Stock number block. Enter the NSN, FPN, MCN, or other identifying numbers.
b. Date column. Enter the Julian date of each posting.
c. PD block. Enter the priority designator found on the customer request.
d. DODAAC and date/serial columns. Enter the customer unit document number.
e. Quantity column. Enter the initial due-out quantity.
f. Issued/balance columns. Enter the quantity issued in the upper half of the block. Subtract this quantity from the previous balance due-out quantity. Enter the result in the lower half of the block as the new balance due-out quantity. Three columns are provided to take care of three partial issues. When more than three partial issues must be made to satisfy totally the demand, repeat the due-out posting process for the

balance still due out. Start with the procedures in b above on the next line available on the DA Form 1298.

3.14 CORRECTING ENTRIES ON DA FORM 1296

Instructions in this paragraph apply to changing or correcting entries posted to the stock accounting record. Deviations are prohibited.
a. Change or correct the stock number and supply condition as shown in chapter 9.
b. Post the summary of demands section in pencil. Erase incorrect entries, then make the correct entry.
c. Correct incorrect transaction postings as follows, if they are discovered before another transaction is posted:

(1) Draw a line through the entire posting line.
(2) Enter the correct posting on the next line following the incorrect posting.

d. Correct incorrect transaction postings to the correct card as follows, if they are discovered after another transaction has been posted:

(1) When an incorrect entry is made in the transaction date, voucher number (DODAAC, date, and serial), or demand columns, line out only the incorrect entry, then make the correct entry in the correct column or adjacent to the incorrect entry.
(2) When the incorrect entry is the gain, loss, or balance, reverse the posting as shown in *g* below. Make the reversal posting on the next available line and enter the correct posting on the line just after the reversal posting. Consider the effect of an inventory when making these corrections. (See *f* below.)

e. Correct a posting made to the wrong DA Form 1296 as follows:

(1) When the error is found (while the posting is being made or before another transaction is posted), draw a line through the entire posting. No further entry on the wrong DA Form 1296 is necessary. Make the posting to the correct DA Form 1296.
(2) When the error is found after another transaction has been posted, reverse the posting as shown in g below. Make the reversal posting on the next available line on the DA Form 1296, then post to the proper DA Form 1296. The effect of an inventory must be considered when making these corrections. (See *f* below.)

f. The inventory cutoff stated in chapter 9 is an absolute cutoff for changing or correcting entries posted to the stock record. Since errors are absorbed in the inventory adjustment, the effect of the inventory corrects the error. If a change or correction cannot be made because of the effect of an inventory, make a memorandum for record to this effect on the voucher.
g. Make reversal postings as follows:

(1) DODAAC column. Enter REV above the DODAAC in the posting being reversed.
(2) Date column. Enter the Julian date of the reversal posting.

(3) DODAAC and date/serial columns. Enter the voucher number and REV above the DODAAC.
(4) Demand column. If an entry on the correct card (see *d*(2) above) is being corrected, leave the demand column blank. If an entry on the wrong card (see *e*(2) above) is being corrected, enter the exact opposite (negative value) of the posting being reversed.
(5) Gain and loss columns. Enter the exact opposite of the entry being reversed. For example, if the voucher was in fact a gain of 25 items, which originally was posted as a loss of 52 items, the reversal would be a gain of 52 items.
(6) Balance column. Enter the balance of stock-on-hand after the previous balance has been increased by the posted gain, or decreased by the posted loss.

h. When an unposted voucher is found, process it as follows:

(1) If an inventory has not been posted in the interim, use the next available line to post the voucher.
(2) If an inventory has been posted in the interim, posting will be limited to entries in the posting date, DODAAC, date/serial, demand, and balance columns. Do not post gains and losses. Enter the previous balance in the balance column; the word *OMITTED* will be written across the gain and loss columns. A memorandum for record explaining the failure to post the voucher, date posted, and initials of the posting clerk will be put on the voucher; the voucher then will be filed in the voucher file.

3.15 USE OF DA FORM 272

Department of the Army Form 272 (Register of Vouchers to Stock Record Account) is a single voucher register for a calendar or fiscal year; it is kept by each SRA. This register is the document recording all vouchers initiated by the SRA.
a. Vouchers that result from a customer's request for issue or turn-in are not recorded in the voucher register. These vouchers have a customer unit document number. This number is used to process, post, and file these vouchers in the SRA; it becomes the voucher number.
b. The voucher register normally is kept by the editing section. If the workload warrants, the single register may be segmented into blocks of voucher numbers. This is discussed in paragraph 3-16.
c. Each voucher will be recorded immediately after initiation so that the register is current. Voucher register entries will be made in indelible ink. (A sample DA Form 272 is shown in fig 3-9.) Entries will be made on the form as follows:

(1) DODAAC block. Enter the DODAAC assigned as the SRA serial number. Voucher registers for COMSEC accounts will use the assigned COMSEC account number instead of a DODAAC per TB 380-41.
(2) Page number block. Number each page consecutively starting with 1 each year.
(3) SSA block. Enter the official designation of the SSA keeping the voucher register.
(4) Date column. Enter the four-position Julian date.
(5) Serial column. Enter the serial number; start with 0001 each day.
(6) PD column. Enter the PD for MILSTRIP requisitions only.

(7) Date completed column. Enter the date that the voucher was placed in the completed voucher file.
(8) To/from column. Enter the RIC or DODAAC of the activity where the voucher was sent, or from which the voucher was received if it is a debit or credit voucher. Leave blank if it is an adjustment voucher.
(9) Stock number column. Enter stock number of the first item appearing on the voucher. This will identify the document in future reviews.
(10) Item noun column. Enter the item noun of the first item appearing on the voucher.
(11) Remarks column. Enter any further identification of the document being registered.

3.16 VOUCHER NUMBERS

All documents recorded in an SRA must have a voucher number. Documents initiated by customer units and sent to the account are vouchered under the customer unit document number. Documents initiated by the SRA are vouchered under the account's voucher number.
a. Voucher numbers are 14 positions divided into three fields as follows:

(1) DODAAC. Positions 1 through 6 are the SRA serial number. (COMSEC accounts use their assigned COMSEC account number.)
(2) Date. Positions 7 through 10 are the Julian date the voucher number was assigned to the document.
(3) Serial. Positions 11 through 14 are the serial number of the document. SROs will not duplicate serial numbers on the same day; start with 0001 each day.

b. Blocks of serial numbers may be reserved to segment the voucher register. When this is done, blocks of numbers in the 0001 to 9999 range are normally reserved for the following:

(1) Adjustment vouchers.
(2) Supplies received without documentation, both shipments and found-on-installation.
(3) Urgency of need designator (UND) B stock replenishment requisitions.
(4) UND C stock replenishment requisitions.
(5) Excess reports and other shipments.

c. Serial numbers with an alphabetic first position are limited to assignment as shown in AR 725-50, appendix C. (Special series of voucher numbers for use by COMSEC accounts are specified in TB 380-41.)
d. Voucher numbers canceled for any reason are referenced in the remarks column of the DA Form 272 by the word *CANCELED.* Do not reuse canceled voucher numbers.
e. Voucher numbers remaining unused at the end of a series do not require cancellation.

3.17 VOUCHERS

The voucher is evidence of a transaction in an SRA. Documents processed as adjustments, issues, shipments, turn-ins, or receipts, whether posted to the stock accounting record or not, are vouchers (see AR 710-2, para 3-34*c*). Essential elements of data are listed in table 3-5.

a. The four types of vouchers are described below.

(1) Adjustment voucher. This voucher is used to bring the recorded condition or quantity into agreement with the condition or quantity actually on hand. Adjustment vouchers must be posted to the stock accounting record.

(2) Credit voucher. This voucher lists items deducted from the account. Credit vouchers decrease assets. Post as losses. Issues and shipments are credit vouchers. Credit vouchers must be posted to the stock accounting record.

(3) Debit voucher. This voucher lists items added to the account. Debit vouchers increase assets. Post as gains. Receipts and turn-ins are debit vouchers. Debit vouchers must be posted to the stock accounting record.

(4) Wash voucher. This voucher lists items simultaneously added to (debited) and deducted from (credited) the account. NSL transactions to and from a source of supply that are later issued to the requesting customer unit are wash transactions.

b. Vouchers that are canceled or rejected for any reason will be marked “CANCELED” or “REJECTED.” The reason for cancellation or rejection will be noted on the voucher; the voucher will be signed by the SRO or designated representative unless it is a punched MILSTRIP status. If the voucher has been posted to the stock accounting record, reverse the posting under paragraph 3-14g. File it in the completed voucher file to support both postings.

c. Hold incomplete vouchers in the suspense voucher file until completed. Vouchers may be incomplete because they have the wrong (or a missing) signature, statement, or backup document. Take immediate action to complete these vouchers. Control vouchers to make sure that only completed vouchers are placed in the completed voucher file.

d. When a voucher is missing or has been lost, make a thorough search. If it is not found, a certificate in place of the voucher will be put in the voucher files. Reference this action in the remarks column of the DA Form 272 by the entry “LOST.” The certificate must include all data in the voucher register and any posting data. Also, statements will be made concerning the loss. Further, explain actions taken to locate the voucher or copy thereof. Support these statements by correspondence or documents showing proof that all possible sources of the missing voucher were checked. The SRO will sign this certificate; it then will be placed in the voucher file.

e. Hard copy documents with signatures will be maintained for receipt, issue, turn in and balance adjustment transactions for items with a CIIC of 1-6, 8, 9, N, P, Q, R, or Y (night vision devices), or an ARC of N (non-expendable). Voucher files of hard copy documents for other transactions aren’t necessary when manual stock records and automated files at the supporting Installation Support Division (ISD) or Corps Support Command/Theater Army Area Command materiel management center (COSCOM/TAACOM MMC) provide the audit trail for the transactions. See AR 710-2, paragraph 3-35.

Table 3-5. DA Form 272 (Register of Vouchers to a Stock Record Account).

Use: To control assignment of voucher numbers
Preparation: Manual or Automated
Format: As prescribed in manual or automated procedural publications
File: Voucher Register File
Title: Account number (DODAAC)
Title: Voucher number (DODAAC, Julian Date, and 4-position serial number)
Explanation: N/A

Title: To or From
Explanation: N/A

Title: Page number
Explanation: N/A

Title: Stock number
Explanation: N/A

Title: Date completed
Explanation: N/A

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3. SECTION-III STOCK ACCOUNTING—THE FILES

3.18 ACTIVE STOCK RECORD FILE

The active stock record file contains a complete stock record set for each ASL item. It also contains a DA Form 1296 and a DA Form 1297 for each NSL item having assets on hand.

a. File stock records in visible file cabinets. File in NIIN sequence. This sequence reduces the problems caused by FSC changes.

b. Reserve a few empty card pockets at the bottom of each visible file slide. The card pockets may be moved within the slide to permit rearrangement.

3.19 INACTIVE STOCK RECORD FILE

The inactive stock record file contains stock accounting records that have been filled and their balance carried forward. It also holds stock accounting records for NSL items at zero balance.

a. Remove these DA Forms 1296 from the active stock record file; place them in the inactive file.

b. Keep the file in NIIN sequence.

3.20 NSL DEMAND FILE

The NSL demand file contains a DA Form 1296 for each NSL item having one or more demands within the last whole 12 months (the control period).

a. Remove the DA Form 1296 from this file; place it in the active stock record file if the item is added to the ASL.

b. Keep this file in NIIN sequence.

3.21 ACTIVE VOUCHER REGISTER FILE

The active voucher register file contains voucher registers for years that still have open transactions. The entire voucher register for each year is held open in this file until the last voucher entered therein is completed. Keep this file on DA Form 272 in voucher number sequence.

3.22 INACTIVE VOUCHER REGISTER FILE

The inactive voucher register file contains voucher registers for years that have no open transactions. When the last transaction is completed, remove the entire voucher register for a year from the active voucher register file. Place it in this file.

3.23 COMPLETED VOUCHER FILE

Hard copy documents, with signatures, will be maintained for receipt, issue, turn in, and balance adjustment transactions for items with a CIIC of 1-6, 8, 9, N, P, Q, R, or Y (night vision devices), or an ARC of N (non-expendable). Hard copy documents for other supply transactions are not required if the manual or automated system provides an audit trail. See AR 710-2, paragraph 3-34*a*(6)(*b*). A new file will be started each year.
a. All vouchers are filed in voucher number sequence.

b. Vouchers that must be posted to the stock accounting record will be marked to show they have been posted before they are filed. Write “POSTED,” the Julian date, and initials of the posting clerk in any blank space on the face of the voucher. When posting block is provided on voucher, use it.

c. The SRO will, to the fullest extent possible, verify the accuracy of all completed vouchers to the account. Completed vouchers will be checked before filing to make sure that no postings have been overlooked.

d. File a voucher to support each posting to the SRA. Canceled vouchers will be filed to support the cancellation.

e. File completed vouchers in books of approximately 100 vouchers each. Make these books from manila folders or any suitable substitute. Label the books or tab to identify their contents. The vouchers will be filed within each book in voucher number sequence.

f. Vouchers normally will not be removed from the voucher file once they are filed. When a voucher must be removed from the file, prior approval must be obtained from the SRO. Before releasing any voucher from the file, a DA Form 543-R (Request for Records) will be prepared in two copies. The first DA Form 543-R will be placed in the completed voucher file in place of the voucher removed. The SRO will hold the second DA Form 543-R to monitor return of the voucher. DA Form 543-R is prescribed by AR 25-400-2. This requirement does not apply to SSA personnel during duty performance; nor does it apply to auditors and inspectors during an audit or inspection unless the voucher is removed from the immediate work area.

3.24 SUSPENSE VOUCHER FILE

The suspense voucher file contains a copy of each incomplete voucher. It also contains the following: adjustments; requests for issue and cancellation; reports of excess and pending shipments; requests for turn-in; requisitions and their related documents; local purchase and fabrication requests; and other incomplete vouchers until they are completed. This file has four sections, as listed below. Suspense vouchers will be filed in voucher number sequence within each section.

a. Due-in status history section. Place a copy of each acquisition action (requisition, local purchase, or fabrication request) or incomplete request for turn-in in this file pending completion. Also file a copy of each document and status card later received. File documents related to each voucher number together so that the oldest is in the rear and the newest is in the front. Hold all documents pertaining to each voucher number until supplies due in are received. When the receipt voucher or cancellation confirmation is placed in the completed voucher file, the supporting documents filed there will be destroyed.

b. Due-out status history (back-order file) section. Place a copy of each incomplete request for issue and cancellation, or report of excess and pending shipments in this file pending completion. File documents related to each voucher number together so that the oldest is in the rear and the newest is in the front.

c. Incomplete voucher file. Place a copy of each incomplete adjustment and any other incomplete voucher in this file pending completion. (See para 3-17c.)

d. Temporary loan file. Receipt and issue documents for items on temporary loan to and from the account are placed in the suspense file pending termination of the loan. DA Form 2062 (Hand Receipt/Annex Number) for CCI diagnostic modules are placed in the suspense file.

5.0 PROCESSING DOCUMENTS RECEIVED FROM CUSTOMERS

5.1 GENERAL

This chapter gives methods for processing requests for supplies and other documents related to requests.

5.2 CUSTOMER ASSISTANCE

a. Stock control responsibilities. The stock control section is the key to making sure the methods in this chapter work. When the customer needs help preparing or submitting requests and related documents, provide it. Do not send documents back to the customer without first trying to get the information to process them.

b. External SOP. Each SSA will develop and provide to all its customers an SOP that outlines the SSA's operations and the procedures to be followed. At a minimum, a typical external SOP should cover how to get supplies, how to turn in parts, hours of operation, STAMIS interfaces, and safety.

c. Commander authentication. The unit commander should sign the approved copy of the external SOP.

5.3 TIME FRAMES

Process requests on time. Use the Uniform Materiel Movement and Issue Priority System (UMMIPS) standards given in AR 725-50.

5.4 TYPES OF SUPPLY DOCUMENTS

Customers may send documents that request supplies or that request or provide information regarding earlier supply requests. These different documents can be identified by the document identifier code (DIC). DICs are explained in AR 725-50.

a. Documents received from a customer that result in the issue of supplies are requests. Requests are not assigned a DIC; requisitions are. The requisition DIC A0 is commonly used to identify a request.

b. Documents that request or provide information are modifiers (DIC AM1), cancellations (DIC AC1), and follow-ups (DICs AF1, AFC, TM1, AK1, and AT).

c. Requests, modifiers, and follow-ups (DIC AT) are received on either DA Form 2765-1 (Request for Issue or Turn-In) or Department of Defense (DD) Form 1348-6 (DOD Single Line Item Requisition System Document (Manual Long Form)). Cancellations and follow-ups (DIC AC1, AF1, AFC, TM1, and AK1) are on either DA Form 2765-1 or DD Form 1348-series.

d. Request for part-numbered items. For part numbered (PN) items, whether submitted on DA Form 2765 (Request for Issue or Turn-In) or DD Form 1348-6, the SSA will identify all requests either by DIC A0B/A02 or DIC A0E/A05 using the logic sequence below.

5.5 ROUTING EDIT

Edit each document received to make sure it has been properly routed

a. Review the “request is from” or “requisitioner” block on the document. Make sure it is from a supported customer. Do this by checking the DA Form 1687 (Notice of Delegation Authority—Receipt for Supplies) or DA Form 5977 (Authorization Card), furnished by the customer unit. DA Pamphlet (Pam) 710-2-1, figure 2-15, is an example of a completed DA Form 1687.

b. Review the stock number block. Make sure the class of supply for the requested item is managed by the SSA.

c. Reject documents that should not have been sent to the receiving SSA and return them to the requester. Prepare a supply status DIC AE1, citing status code CA with a reason; send it to the requester.

5.6 ACCURACY EDIT

a. Check all documents that request or provide information (DICs, AM1, AC1, AF1, AFC, TM1, AK1, and AT-series) for accuracy during processing. Use the procedures in paragraphs 5-8 through 5-10.

b. Documents that request supplies will receive a more detailed edit for accuracy. Customer units usually provide the needed data to help identify the requirement. However, if any of this data is missing from a document, process it if possible. (Samples of requests for issue are shown at figs 5-1 and 5-2.)

c. Use the accuracy edit shown in table 5-1. This table lists questions that must be answered. To the right of the question is an action rule to apply based on the answer to the question. Each question will be answered in turn until all questions are answered or the document is rejected. The customer will be contacted when possible to get the necessary information before rejecting. Status codes are defined in AR 725-50.

5.7 REQUEST PROCESSING

Two edits are required to further process requests. These edits are the authorization edit and the availability edit; they are discussed below.

a. Authorization edit. Make sure the requester is authorized to order the item. Find the item in the ARMS Monthly AMDF.

(1) If the item has an ARC "N," find the authorization document shown on the request. If the item is not listed in that authorization document or no authorization document is listed, reject the request to the customer unit citing supply status code CA. Also, give a reason. If the item is listed, check the due out file to make sure the sum of the requested quantity and any quantity already due out is not greater than the authorized quantity in the authorization document. If the total quantity is greater than that authorized, check the type requirement code (TRC) in block 18 (cc 55-56 in DD Form 1348-6). If the TRC is 26, 28, 29, 20, or 2A, continue processing the request; otherwise, reject the request to the customer citing supply status CA. Give the reason.
(2) If the item has an ARC of X or D, consider it authorized.

b. Availability edit. The next step is to decide whether to fill the request, add the request to the back-order file, or send a requisition to the source of supply. Use the availability decision edit table (table 5-2) to decide on the next action.

c. Special instructions. Requests for certain materiel require more information from the customer than routine requests. These requests are discussed below.

d. Marking the request documents. Add the recoverability code (RC) in block I of DA Form 2765-1 or in the remarks block of DD Form 1348-6. If the request item is not in the AMDF, leave blank. (A sample DA Form 2765-1 with proper marking is shown at fig 5-4.) It will not be necessary to check the AMDF for RC if the—

(1) Item can be determined as nonrecoverable from the item description on the request and disposal at the organizational level is authorized.
(2) Unit provided a turn-in document number or reason for the request without a turn-in. (A sample DD Form 1348-6 with proper markings is shown at fig 5-5.)

e. Posting the records. As a result of a valid availability edit, the following was done: all of the quantity requested was issued; or part was issued and either a passing action or due out was created; or nothing was issued and either a passing action or due out was created. Regardless of the action taken, don't change the document number on a unit's request. Post the stock records to show the results of the availability edit.

(1) If the decision was to issue supplies, post the DA Form 1296. Go to the DA Form 1296 for the stock number being issued. Record the action on the next available line under chapter 3.
(2) If the decision was to backorder the request until stock is available, post the DA Form 1296 and the DA Form 1298 for the NSN being backordered. Complete the forms on the next available lines of DA Form 1296 and DA Form 1298 under chapter 3.
(3) If the decision was to pass the customer's request to another supply source and the item requested is NSL, record the demand on the correct DA Form 1296 in the NSL demand history file. Also, record the demand on the due-in and due-out record.

(4) If the decision was to pass the customer's request to another supply source and the item requested is ASL, post the transaction to the correct DA Form 1296 in the active stock record file. Also, record the demand on the due-out and due-in

f. Supply status. Having decided to reject the request, or how to satisfy the request, the customer must be told the results of the decision.

(1) If the request is rejected, provide status as shown below. (An example is shown in fig 5-6.)
(a) If using DA Form 2765-1 enter DIC AE1 in block D. If using DD Form 1348-6 enter DIC AE1 in cc 1-3.

(b) Enter the proper reject code in block 22. If using DD Form 1348-6 enter the proper reject code in cc 65-66. If reject code CA is used, also enter a reason for the rejection in any available space.

(c) Send all copies of the request back to the customer.
(2) If the materiel is released with a materiel release order (MRO), BA status is not normally provided the customer. However, if provided take the following actions:
(a) Before preparing the MRO, pull one tissue copy of the DA Form 2765-1 or one copy of the DD Form 1348-6. (Provide supply status as shown at fig 5-7.)
(b) Enter the following: status code BA in cc 65-66 of block 22 and the current Julian date in columns 70-73 of block 23, if using DA Form 2765-1; or cc 65-66 and block 10, respectively, if using DD Form 1348-6.
(c) Enter DIC AE1 in block D.
(d) Send it to the customer.
(3) If the materiel was backordered for the customer, provide status as shown below. (An example is shown at fig 5-8.)
(a) Remove one tissue copy of the DA Form 2765-1 or one copy of the DD Form 1348-6. Enter DIC AE1 in block D. Enter supply status code BB in cc 65-66 of block 22 of the request and the standard delivery date (SDD) of expected shipment in columns 70-73 of block 23 if using DA Form 2765-1. (If using DD Form 1348-6 insert this data in cc 65-66 and block 10 respectively.) Paragraph 24-7 contains SDD computation data. Return the copy to the customer.
(b) File the remaining copies of the request in the due-out file.

(4) If the customer's request was split (an MRO was released for a partial quantity and the remaining quantity was backordered or passed), prepare two supply status documents, DIC AE1.

g. MROs. When supplies are issued an MRO must be prepared. Most requests from customers will be on a DA Form 2765-1. If a DD Form 1348-6 is used, at least three copies of the request should be available to work with. Prepare the MRO as shown below. (See fig 5-9.)

(1) Enter the quantity to be issued to the customer in block Q.

(2) If the SSA is operating under prepost procedures, enter date posted to the DA Form 1296 and the clerk's initials in block T. If the SSA is operating under post-post conditions, enter the clerk's initials in block T, but leave the date blank.
(3) If issuing the full requested quantity, enter a zero in block R. If this is only a partial issue, enter the quantity backordered in block R and enter the estimated availability date and initials in block U.
(4) Enter DIC A5A in block D.
(5) Remove one tissue copy of the DA Form 2765-1 (or one copy of the DD Form 1348-6) and file it in the suspense file.
(6) Send the remaining two hard copies of the DA Form 2765-1 (or two copies of DD Form 1348-6) to the issue point or storage location.
(7) The second tissue copy of the DA Form 2765-1(or one copy of the DD Form 1348-6) is returned to the requisitioner with status if applicable.

h. Materiel release denials (MRDs). If the issue section was unable to make an issue, issue section personnel will respond with an MRD denying all or part of the requested quantity. The issue section will mark the MRO (DIC A5A) with the denied quantity in block 8. The DIC A5A will be changed to DIC A6A. When an MRD is received, take action to obtain the denied quantity for the customer. Process the MRD for the denied quantity as if it were an original request. Start at paragraph 5-7. Post the stock accounting records under chapter 3. (See chap 9 for required inventory actions.)

i. Documents from receiving. The receiving section provides documents to the stock control section for items received. Check these documents to see if the items are for stock or for a customer. Most of the documents will be DD Form 1348-1A (Issue Release/Receipt Document) or DD Form 1348-2 (DOD Issue Release/Receipt Document With Address Label). Check each document as follows:

(1) If the receipt has a customer unit document number, make a clearing entry on the due-in record. Check the due-out file to make sure the supplies have not been already issued.
(2) If all of the requested quantity is still due out to the customer, take the following actions:

(a) Make sure DIC A5A is entered in cc 1-3 of DD Form 1348-1A or DD Form 1348-2.
(b) If the item has a CIIC of N, enter CIIC=N in block 27 of DD Form 1348-1A or DD Form 1348.
(c) If the requested item was for an ASL item, post the transaction under chapter 3.
(d) Make clearing entry on the due-out record. Pull and destroy suspense copies. File a copy of the document in the completed voucher files under chapter 3.
(e) Send remaining copies to the issue section.

(3) If part of the quantity is still due out to the customer, take the following actions:

(a) Make sure DIC A5A is entered in cc 1-3.

(b) Mark the DD Form 1348-1A or DD Form 1348-2 with the words *Qty to be issued* in block 27and quantity in block 26.
(c) If the item has a CIIC of N, enter CIIC=N in block 27.
(d) Post the transaction under chapter 3.
(e) Make clearing entries on the due-out record. Post the quantity for stock to the correct
records under chapter 3. Pull and destroy suspense copies. File copies in the completed voucher files. Send remaining copies to the issue section.
(4) If the total quantity already has been issued to the customer, take the actions shown below. (See fig 5-10.)

(a) Mark the DD Form 1348-1A or DD Form 1348-2 with the words *put in stock* in block 27 and the quantity in block 26.
(b) Enter the CIIC in block 27.
(c) Post the receipt to the correct stock accounting record under chapter 3. Pull and destroy the suspense copy.
(d) File a copy in the completed voucher file. Send remaining copies to the storage section.

(5) If the receipt contains the SSA's document number, take the following actions:

(a) Post the receipt to the stock accounting record under chapter 3. Make a clearing entry to the due-in record. Pull the suspense copy of the due in and destroy it.
(b) Check the due-out record. If supplies are due out, prepare an MRO under *g* above. Send the MRO to the issue section.
(c) File a copy of the receipt in the completed voucher file.
(6) Copies of materiel receipt acknowledgement cards (DIC D6S) also will be provided to stock control for MILSTRIP shipments. Enter the date posted to the stock accounting record in cc 73-75. After entering the date, send the cards to the activity that will transceive the cards to LCA.

5.8 DOCUMENT MODIFIERS (DIC AM-SERIES)

Customers may submit a document modifier to modify the priority or required delivery date (RDD). Customers also may initiate a DIC AM1 to change the media and status, distribution, project, or advice code. The document will have the correct AM-series DIC entered in DD Form 2765-1, block 1. AM-series DICs are listed in AR 725-50. Other entries must be the same as on the original request including the end item code (EIC) except for priority, RDD, distribution code, media and status (M&S), and advice code (if entered). (See fig 5-11.)

a. Availability edit. Compare the original request from the due-out file with the modifier transaction. Make sure all entries, except priority (block 20), RDD (block 21), M&S code (block 3), or distribution code (block 18), are the same as the original request. If not, make them the same as the original request. Mark the original request to show any

revised information (priority, RDD, and so forth) and process the modifier request through the availability edit. (See para 5-7*b.*)
b. Posting to stock records. Stock records now may be posted to show the results of the availability edit. If the decision is the same as when the original request was processed, no new posting is needed. If a new decision results, post the new information and correct the original postings under chapter 3.

(1) When the original request was passed to the supply source, and the modifier transaction also is to be passed, correct the PD on the due-out and due-in records.
(2) When the original request was backordered, and the result of the availability edit of the modified request is to keep the request on backorder, correct the PD on the due-out and due-in records.

c. Supply status. Each time a change is made to the request, or to the way it is to be satisfied, let the customer know. Use the procedures at paragraph 5-7f.

d. Materiel release orders. When a decision is made to issue the materiel requested, prepare the MRO directing the storage activity to release the materiel to the customer. Use the procedures shown in paragraph 5-7g.

e. Requisition modification.

(1) When a customer modifies a request that has been sent to the supply source, prepare a DIC AM document and send it to the supply source using AR 725-50, chapter 3, section I.
(2) If the review of the customer's modified request resulted in the issue of a request already passed to a supply source, cancel the passed requisition. Prepare a request for cancellation under AR 725-50, chapter 3, section VIII.

f. Purchase request modifications. When the customer modifies a request that has been given to a procurement activity for local purchase action, notify the contracting officer of any new RDD.

5.9 CANCELLATION REQUESTS FROM THE CUSTOMER (DIC AC1)

The customer may request cancellation of all or part of a request when supplies that are due-in are no longer needed. The cancellation request can be identified by the DIC AC1 in block 1 of the DA Form 2765-1. The quantity the customer wants canceled will be in block 8. Processing depends on whether or not the request to be canceled is on backorder or has been passed to another supply source.

a. Canceling back-orders. To cancel a customer's request that has been backordered, take the following actions:

(1) Post the records under chapter 3.

(2) Enter the DIC AE1 in block 1 and supply status code BQ in block 22 of the customer's request.
(3) Return a copy of the confirmed cancellation to the customer.

b. Canceling requests. Canceling requests that have been passed to another supply source. To cancel a customer's request that has been passed to another supply source, take action under AR 725-50, chapter 3, section VIII. The customer will be provided supply status code B9 following guidance outlined in *a* above.
c. Purchase request cancellation. When a customer cancels all or part of a request that is being satisfied through local purchase procedures, notify the purchasing activity.

5.10 PROCESSING FOLLOW-UP REQUESTS FROM CUSTOMERS (DIC AF1, AFC, AK1, AT1, TM1)

Customers submit follow-up for the following: to get information on earlier requests; to request a better estimated shipment date (-ESD); or to request tracer action on a past-due shipment. The document received from the customer usually is the latest status card with a new DIC entered in block 1. The DIC used will show what the customer is asking.

a. Requesting status DIC AF1 and AT1. A customer document with a DIC AF1 and AT1 in block 1 is a request for the current status of that document. Review the stock records for any record of the original request. (Fig 5-13 is a sample request for follow-up.)
(1) If no record of the document number is found and—
(a) The DIC is AF1, return the follow-up request with status code BF.
(b) The DIC is AT1, treat the follow-up document as if it were the original request for issue and continue to process under paragraph 5-7.
(2) If a record of the original request is found and current supply or shipment status is available:
(a) Make an AE1 (supply status) or AS1 (shipment status) card duplicating the information from the file.
(b) Send the copy of the AE1 or AS1 status card to the customer.
(3) If a record of the original request is available, but no current status is available, and the request was sent to a supply source:
(a) Make a follow-up transaction under AR 725-50, chapter 3, section VII and send it to the supply source.
(b) Make a status card, DIC AE1, with a status code B5.
(c) Provide the status card to the customer.
(d) File the customer's follow-up document and the follow-up transaction that was sent to the supply source.
(4) If a record of the original request is available, but no current status is shown, and the request has been backordered:
(a) Find the latest status on replenishment requisitions.
(b) Make a status card, DIC AE1, with the latest status.
(c) Provide a copy of the status card to the customer.

(5) If the original request is in the process of being issued, ignore the follow-up transaction. Destroy the DIC AF1 document.
(6) If a record of the original request is available, but it has no current status, the request should be treated for follow-up as a customer request and be processed under paragraph 5-7, when the request has no record of being passed, on backorder, or satisfied. If the results of the availability edit indicate that the request will be satisfied by passing to another supply source, send a request for follow-up DIC AT-series to the supply source.

b. Requesting improved ESD, DIC AFC. Documents from customers with a DIC AFC in block 1 are requests for an improved ESD. Customers can only send DIC AFC for requests with PD 01-08. (A sample request for improved ESD is at fig 5-14.) Process as shown below.
(1) If status is newer than that shown on the DIC AFC document:
(a) Make a new status card (DIC AE1 or AS1) showing the newer status.
(b) Send the new status card to the customer.
(2) If no better status is shown and the original request was passed to a higher source of supply, the following will apply:
(a) Make a DIC AE1 card with status code B5.
(b) Send a copy of the new status card to the customer.
(c) Make a DIC AFC transaction duplicating the entries on the customer's AFC document and send to the supply source under AR 725-50, chapter 3, section VII.
(d) File a copy of the customer's AFC card, the AFC document that was created, and the AE1 status card.
(3) If a better status is not available and the original request was backordered, respond to the customer using the procedures in *a*(4) above.
(4) If the customer's request is in the process of being issued, disregard and destroy the DIC AFC document.

c. Requesting cancellation follow-up, DIC AK1. A customer follow-up on a cancellation request is identified by the DIC AK1 in block 1 of the card. (A sample request for follow-up on a cancellation is at fig 5-15.) Process these follow-ups under paragraph 5-9*a.* Provide supply status.

d. Requesting shipment tracing, DIC TM1. A request for shipment tracing may be sent when a customer does not receive supplies that were shipped. These tracing requests are identified by DIC TM1 in block 1 of the shipment status card. (A sample request for shipment tracing is at fig 5-16.) They are processed under AR 725-50, chapter 3, section VII. Provide supply status.

6.0 ACQUISITION

6.1 PURPOSE

This chapter tells an SSA how to acquire supplies. It governs how SSAs prepare and process supply documents that are sent to supply sources.

6.2 DOCUMENTS

Three types of supply documents that an SSA can prepare and send to a supply source are listed below.

a. Military Standard Requisitioning and Issue Procedures documents governed by AR 725-50.

b. Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) documents governed by AR 725-50.

c. Non-military standard documents.

6.3 DOCUMENT NUMBERS

Supply documents sent to a supply source must be assigned a document number. Document numbers are constructed using AR 725-50, chapter 3, section II.
a. The document number becomes the voucher number when the document is vouchered in an SRA.

b. DODAACs are assigned under AR 725-50, chapter 9. The DODAAC assigned to the SRA is the account's serial number (see chap 3) and must be used as its document number DODAAC. The only exception to the use of DODAACs is for communication security (COMSEC) accounts which use the COMSEC account number to construct their document numbers per TB 380-41.

c. Document serial numbers 0001 through 9999 will be assigned by the SRO. Stock record officers will not duplicate assignments of document serial numbers for the same Julian date.

d. Document serial numbers with an alphabetic first position are limited to assignment as shown in AR 725-50, appendix C.

6.4 ACQUIRING SUPPLIES

An SSA can use five methods to obtain items from a supply source. These methods are MILSTRIP requisitioning, local purchase, cannibalization, and contractor-operated parts store (COPARS) and Defense Reutilization and Marketing Office (DRMO). (Note: Fabrication may be considered based on the circumstances of the request.) The initial method to be used depends on the commodity, the situation, or the cataloging status of the needed item. All supplies will be acquired through the following:

a. Two commodities are specially managed. Their acquisition is controlled by the managing agency. Therefore, all SSAs will use the procedures shown below.

(1) AR 210-130, to obtain laundry and dry cleaning equipment and supplies.

(2) AR 700-81, to obtain dogs.

b. Three commodities must be obtained by local purchase. These items are excluded from the Federal Catalog System. They are listed below.

(1) Awards (including trophies).
(2) Postage stamps.
(3) Toll tickets and tokens.

c. Three situations require the local purchase of cataloged and noncataloged supplies. These situations occur when—

(1) Routine purchases are made using a U.S. Government credit card.
(2) Emergency purchases of supplies including repair parts are made, using a U.S. Government credit card, for roadside repair of commercial vehicles.
(3) Headquarters, Department of the Army, specifically directs the local purchase of an item under special overseas programs; an example is a program for Buy U.S. Here (BUSH) contract items.

d. Cataloged items will be acquired under the AAC. The AAC tells the SSA how and under what restrictions a cataloged item can be obtained. AACs are defined in AR 708-1. All SSAs will use AACs to determine the initial method of obtaining supplies cataloged in the ARMS Monthly AMD.

e. Noncataloged items listed in AR 710-2, paragraph 4-20, will be obtained by automatic local purchase. Units that are OCONUS will use AR 710-2, paragraph 3-23.

f. Submit MILSTRIP requisitions for noncataloged items not listed in paragraph *e* above as follows:

(1) Noncataloged items without an identifying number can be requisitioned by FSC. Direct support units (DSUs) and GSUs will determine under which FSC the item will be cataloged. Send requisitions to the supporting MMC, installation, or USPFO.
(2) The MMC, installation, or USPFO verifies the FSC selection and submits the requisition to the class manager shown in AR 708-1, table 5-1.

6.6 MILSTRIP REQUISITIONS AND THEIR RELATED DOCUMENTS

MILSTRIP, as prescribed in AR 725-50, is mandatory for use between all SSAs. MMCs, installations, and USPFOs supporting direct support units (DSUs) and general support units (GSUs) must use MILSTRIP to permit these supported SSAs to comply with AR 725-50. SSAs will use the following MILSTRIP documents:

a. Requisition documents (DIC AO-series) prepared using section I and submitted using AR 725-50, chapter 3, section V. Special requisitioning instructions are found in AR 725-50, chapter 3, section IV.

b. Document modifiers (DIC AM-series) prepared using section I and submitted using AR 725-50, chapter 3, section V.

c. Cancellation documents (DIC AC1 and AC2) prepared and submitted using AR 725-50, chapter 3, section VIII.

d. Follow-up documents (DIC AF1, AF2, AFC, AFT, AK1, AK2, and AT-series).

(1) Prepare and submit follow-ups requesting status (DIC AF1 and AF2), improved ESD (DIC AFC) or shipment tracing (AFT) and those processed as requisitions (DIC AT-series) by using AR 725-50, chapter 3, section VII.
(2) Follow-ups requesting cancellation (DIC AK1 and AK2) are prepared and submitted using AR 725-50, chapter 3, section VII.

e. Demand Report Transactions, DIC BAH, prepare using table 18-3.

6.8 LOCAL PURCHASE

The SRO will use this chapter to determine when supplies are to be purchased locally.

a. The local purchase method of acquiring supplies may be used provided the requirements of AR 710-2, paragraphs 3-23 and 4-20 are met.

b. The SRO is responsible for the following:

(1) Submitting the DA Form 3953 (Purchase Request and Commitment) or DA Form 5289-R (Traveling Purchase Request (TPR)) to the contracting officer. A copy of DA Form 5289-R is located at the back of this pamphlet; it will be locally reproduced on 81/2- by 11-inch paper.
(2) Making sure the complete item description and end item application, as a minimum, are on the request form.
(3) Making sure the commander (or designee) of the requesting activity has reviewed the request to ensure that a requirement exists for the item.
(4) Making sure that non-cataloged items are not purchased locally if an acceptable cataloged item is available by MILSTRIP requisitioning.
(5) Making sure that a requirement is not split to avoid a local purchase dollar limitation.
(6) Making sure that demand data is recorded.
(7) Making sure that "Hazardous Material" and "Material Safety Data Sheet (MSDS) required" are entered in the remarks block of the purchase request when purchasing hazardous material.
(8) Making sure that no more than 10,000 gallons of fuel are purchased using local purchase procedures.
(9) Use the following sources and publications in descending order before initiating local procurement action. On-hand inventories, excess from other military services or Federal agencies, Federal Prison Industries, Inc., procurement lists of supplies available from

the Committee for Purchase from the Blind and other Severely Handicapped, wholesale supply sources such as stock programs of the General Services Administration (GSA), The Defense Logistics Agency (DLA), The Department of Veterans Affairs, military Inventory Control Points, Mandatory Federal Supply Schedules, and commercial sources (including educational and nonprofit institutions).
(10) Ensure that commanders or appointed representative reviewed the local purchase request and the request contains the appropriate hazardous material (HAZMAT) code.

c. When a local purchase acquisition cannot be made for any reason, the requirement will be MILSTRIP requisitioned citing advice code 2A.

d. To initiate a local purchase request, prepare a DA Form 3953 or DA Form 5289-R (shown in app B) as appropriate. (See figs 6-1 and 6-2, respectively.)

(1) Prepare DA Form 3953 using the procedures in AR 37-108, chapter 3, section IV. (Fig 6-1 gives an example of DA Form 3953.) A DA Form 3953 may be submitted periodically for situations requiring continuous local purchase. In this case, submit the specific request or requisition document (as specified by the contracting officer) for items needed to the purchasing and contracting activity.
(2) Prepare DA Form 5289-R using procedures shown below. (Fig 6-2 shows a sample DA Form 5289-R.)

(a) Block 1. Enter current NSN, MPN, or MCN.

(b) Block 2. Enter unit of issue.

(c) Block 3. Enter unit price.

(d) Block 4. Enter MATCAT or SCMC as appropriate.

(e) Block 5. Enter fund code as applicable.

(f) Block 6. Enter procurement lead time if known.

(g) Block 7. Enter name and telephone number for person to be contacted for additional information.

(h) Block 8. Enter complete item description.

(i) Block 9. Enter names and addresses of all known vendors. Add new sources as they become available.

(j) Block 10. Enter appropriate data. This data will include purchase authority, specifications, interchangeability and packaging data, open end contract numbers, and general schedule data.

(k) Block 11. Enter requisition data as follows: requisition document number; quantity to be purchased; appropriation fund code to which the purchase will be charged; RDD; and date supplies were received from the vendor.

(l) Hazardous material. Enter “Hazardous Material” and “Material Safety Data Sheet Required” if purchasing hazardous material.

7.0 STATUS

7.1 STATUS CODES

Status codes are used by a supply source to pass data about requisitions. Status codes are sent to the requisitioner or supplementary addressee based on the media and status (M&S) code used by the requisitioner. Status codes also may be sent to a service control activity when a distribution code is entered on the requisition. M&S and distribution codes are in AR 725-50. Status codes may provide supply status, shipment status, or both.

7.2 SUPPLY STATUS

Supply status is a notice of a supply decision made by the supply source, or created by the Defense Automatic Addressing System (DAAS), to tell the requisitioner or designated activity of action taken or to be taken on a requisition. The supply status may be received as follows:

a. Exception supply status. An exception status results from any of the supply decisions listed below made by a supplier. This decision will generate a supply status card to the requisitioner or designated activity.
(1) Substitution of an authorized stock number.
(2) Change of unit of issue or quantity.
(3) Back-order is established when materiel cannot be sent by the standard delivery date (SDD) or RDD.
(4) Procurement of materiel for direct shipment from vendor to customer.
(5) Partial supply action on a requisitioned quantity. Shipment status is sent for partial issues when so shown by the M&S code.
(6) Requisition rejected (returned without action) for a certain reason.
(7) Acknowledgement of cancellation.
(8) Events indicating that materiel may not be delivered to the customer within the time frame for the assigned priority of the RDD.
(9) Referral or passing actions.

b. One hundred percent supply. status A 100 percent supply status is the notification of immediate availability and intent to ship, or any one exception supply status.

c. Supply status created by the DAAS. Supply status received from the DAAS advises the requisitioner or designated activity of the following:

(1) Rerouting of the requisition to the correct supply source.
(2) Change made by the DAAS to a requisition.
(3) Rejection made by the DAAS of a requisition.

7.3 SHIPMENT STATUS

Shipment status is advice of an actual shipment date. Normally the SSA does not generate a shipment status card except for materiel shipped to DRMO. Stock control will prepare shipment status card (DIC AS3) for materiel shipped to DRMO under AR 725-50, chapter 8.

7.4 SUPPLY AND SHIPMENT STATUS

A supply source may combine supply and shipment status. When this happens, a status may be received as follows:

a. Exception supply status plus shipment status.

b. One hundred percent supply status plus shipment status.

7.5 RECEIVING SUPPLY OR SHIPMENT STATUS

Status cards are received at the SSA from a supply source or the DAAS.

a. Supply status cards (DIC AE). Supply status cards are identified by a DIC in cc 1-3 and the status or rejection code in cc 65-66. An ESD may be in cc 70-73.
(1) A supply status card DIC AE1 (fig 7-1 (see card 7-1)) is addressed to the requisitioner (cc 30-35).
(2) A supply status card DIC AE2 (fig 7-1 (see card 7-2)) is addressed to the supplementary address (cc 45-50).
(3) A supply status card, created by DAAS, DIC AE9 (fig 7-1 (see card 7-3)) is addressed to the requisitioner.

b. Shipment status cards (DIC AS). Shipment status cards are identified by a DIC in cc 1-3 and the date shipped in cc 57-59.
(1) A shipment status card DIC AS1 (fig 7-1 (see card 7-4)) is addressed to the requisitioner (cc 30-35).
(2) A shipment status card DIC AS2 (fig 7-1 (see card 7-5) is addressed to the supplementary address (cc 45-50).

c. Reply to cancellation document—shipment status card (DIC AU). Reply to cancellation document—shipment status cards are identified by a DIC in cc 1-3 and the date shipped or ESD in cc 57-59.
(1) A reply to cancellation document—shipment status card DIC AU1 (fig 7-1 (see card 7-6)) is addressed to the requisitioner (cc 30-35).

(2) A reply to cancellation document—shipment status card DIC AU2 (fig 7-1 (see card 7-7)) is addressed to the supplementary address (cc 45-50).

7.6 PROCESSING SUPPLY STATUS RECEIVED

When status cards are received, the SSA must take one of the specific actions required by the status or rejection code or shipping data. Table 7-1 gives an explanation of status or rejection codes and actions required to be taken at the SSA.

8.0 RECEIPTS FROM SUPPLY SOURCES

8.1 MATERIEL RECEIPTS

Materiel receipts are supplies that are received from higher supply sources, other SSAs, or directly from civilian sources. Receipt and shipping documents normally accompany the supplies. This chapter gives procedures for processing materiel receipts and receipt and shipping documents.

8.2 TIMES FOR PROCESSING RECEIPTS

a. MILSTRIP receipts.
(1) PD 01-08 receipts must be processed by the receiving section within 24 hours from the time the supplies are received. Process these receipts on a 7-day workweek, 24-hour workday basis.
(2) PD 09-15 receipts must be processed by the receiving section within 2 workdays from the date supplies are received. Process these receipts on a regular workweek, regular-shift workday basis.

b. Non-MILSTRIP receipts. Receipts of supplies from non-MILSTRIP sources may not have a PD. These receipts will be processed by the receiving section within 2 workdays from the date the supplies are received. Base this on a regular workweek, regular shift workday. When a non-MILSTRIP receipt has been assigned a PD, process it under a above.

c. Supplies without receipt and shipping documents. Supplies are sometimes received without receipt and shipping documents. (See para 8-7.) These receipts must be processed by the receiving section within 5 workdays from the time they are received. Base this on a regular workweek, regular-shift workday.

8.3 PROCESSING DIRECT SUPPORT SYSTEM RECEIPTS

a. In CONUS, SSAs receive direct support system (DSS) shipments from the installation central receiving point (CRP). Overseas, SSAs receive DSS shipments of supplies from the distribution drop point (DDP). A transportation shipping document listing the number of packages or multipack containers is received with the DSS shipment. Check the packages or containers actually received against this transportation shipping document.

Enter discrepancies on the transportation shipping document. Document the discrepancy under paragraph 8-7. Date and sign the transportation shipping document and return it to the carrier.

(1) A materiel receipt acknowledgement card (DIC D6S) (shown in fig 8-1) and a DD Form 1348-1A or DD Form 1348-2 (shown in fig 8-2) should be received with each package or container. If a supply source combines shipments into one container, a D6S and an A5-series document should be with each document number in the shipment. Check incoming shipments for these documents.
(2) If the D6S document for a line is missing, the receiving section clerk will enter NO D6S on the DD Form 1348-1A or DD Form 1348-2 and forward that document to the stock control section. Receiving section personnel will continue to process the supplies. Stock control personnel will manually prepare a D6S document (use DA Form 2765-1) in the D6S format established in AR 725-50, appendix E, and shown in figure 8-1. The manually prepared D6S document will be forwarded to the next highest supply element having automatic data processing equipment (ADPE) support for keypunch; it will be transmitted via AUTODIN or mail to DAAS.
(3) If a DD Form 1348-1A or DD Form 1348-2 for an item is missing, another one will be made. Data on the D6S document will be used to make this DD Form 1348-1A or DD Form 1348-2.
(4) When shipments are received, and no documentation comes with the shipment, process under paragraph 8-6.

b. Check supplies actually received against the D6S card and the DD Form 1348-1A or DD Form 1348-2. Verify the stock number, quantity, condition of the item, and serial/registration number (when applicable). For weapon receipts, visually match the serial number on the weapon to the serial number on the receipt document and follow procedures in paragraph 18-11. Record any discrepancy on the applicable D6S card and the DD Form 1348-1A or DD Form 1348-2. Document the discrepancy under paragraph 8-7. Sign and date blocks 22 and 23. Write “RECD” on the D6S card. Under the “RECD” entry, write “73-75” and underline it. Immediately under the line, write the Julian day (001-366) the item was received.

c. If the document number (cc 30-43) on the D6S/A5_ is for the SSA, the receipt is ASL. These supplies are for storage. Before sending the supplies and a copy of DD Form 1348-1A or DD Form 1348-2 to the storage section, receiving section personnel will verify the storage location data on the D6S/DD Form 1348-1A or DD Form 1348-2 (cc 46-50) against the locator card deck. File locator cards in NIIN sequence. Use the NIIN (cc 14-20) on the D6S/A5_ to find the locator card.
(1) When the location on the D6S/A5_ matches the location on the locator card, send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send the other copies of A5_ and the D6S card to the stock control section.
(2) If the location on the D6S/A5_ is different from the location on the locator card, change the location on the D6S/A5_. Line through the location on the D6S/A5_ and enter the location from the locator card. Also, mark the D6S/A5_ LOC CHG. Send the

supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send the other copies of the A5_ and the D6S to the stock control section.
(3) When a location on the D6S/A5_ is available, but no locator card is on file, notify locator section personnel. They will set up a location for the item. Line out the location on the D6S/A5_ and enter the new location. Also mark the D6S/A5_ "LOC NEW." Send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send all other copies of the A5_ and the D6S to the stock control section.
(4) When the location data is not preprinted in cc 46-50 on the D6S/A5 receiving section personnel will review the locator card deck and insert the location into block 27 of DD Form 1348-1A or DD Form 1348-2. Send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send the other copies of A5_ and the D6S card to the stock control section.

d. If the document number (cc 30-43) is for a unit, the receipt is for issue to that unit. A copy of DD Form 1348-1A or DD Form 1348-2 and the supplies are sent to the issue or shipping section. Send the D6S card and all other copies of the A5_ to the stock control section.

e. The stock control section sends the D6S card to the supporting SAILS activity and posts the DD Form 1348-1A or DD Form 1348-2 to applicable portions of the stock record. If the SSA has a keypunch machine, keypunch the date received in cc 73-75 of the D6S card and send it to the supporting SAILS activity.

8.4 PROCESSING NON-DSS RECEIPTS

a. MILSTRIP. Process non-DSS MILSTRIP receipts using the method in paragraphs 8-3b through d.

b. Non-MILSTRIP.
(1) Fabrication. Fabricated items are received from a maintenance support activity. The blue (number 4) copy of a DA Form 2407 is received with the items. Prepare a DD Form 1348-1A or DD Form 1348-2 for the item from the data on the DA Form 2407; take required posting action under chapter 3. Remove one copy of the item from the data on the DA Form 2407. Remove one copy of the DD Form 1348-1A or DD Form 1348-2 and send it with the items to the issue or shipping section. Send the blue copy of the DA Form 2407 and all other copies of the DD Form 1348-1A or DD Form 1348-2 to the stock control section.
(2) Receipts from commercial sources. Supplies received from commercial sources should come with a commercial invoice, a DD Form 250 (Materiel Inspection and Receiving Report), as shown in figure 8-3, or DD Form 1155 (Order for Supplies or Services/Request for Quotations), as shown in figure 8-4. These documents may or may not have enough data to process the receipt. If the receipt document has enough data to process the receipt, prepare a DD Form 1348-1A. If the receipt document does not have enough data to make a DD Form 1348-1A, contact the stock control section for the data required to prepare a DD Form 1348-1A. When the DD Form 1348-1A is prepared, use the method in paragraphs 8-3 *b* through *d* to process these receipts.

Disregard instructions for the D6S card. Send the commercial invoice (DD Form 250 or DD Form 1155) to the stock control section. Stock control personnel will forward a signed copy of local purchase receipt documents to the supporting Finance and Accounting Office (FAO).

8.5 RECEIVING SUPPLIES

a. Receipt of ASL items requires detailed accounting. On receipt—
(1) The receipt documents will be posted to the applicable stock record.
(2) A clearing entry will be made to the due-in record.
(3) The receipt documents will be filed as debit vouchers.

b. Receipt of non-ASL passing actions does not require detailed accounting.
(1) Unfilled requirements will be immediately released to the customer.
(2) Receipt documents may be used to release non-ASL items received at the SSA.
(3) A clearing entry will be made to the due-in record.
(4) A clearing entry will be made to the due-out record.

c. Receipt of shipments for ASL passing actions will be handled as non-ASL items of b above.

d. Assets not picked up by the customer within 15 days of notification of availability will be posted to the account unless other arrangements have been made.
e. Procedures will be developed to ensure controls are applied that prevent the release of passing action receipts when the demand has already been satisfied (for example, early receipt of a replenishment requisition; turn-ins by another activity and the subsequent issue of this materiel). These receipts will be picked up and accounted for as an asset of the SSA.

8.6 MISROUTED SHIPMENTS

Sometimes supplies are received at one SSA, but should have been shipped to another SSA. When this happens, check the documents received with the supplies. Determine the SSA to which the supplies should have been sent. Document the discrepancy under paragraph 8-7. Send the supplies and the documents to the shipping section with instructions to reship to the correct SSA.

8.7 UNDOCUMENTED RECEIPTS

a. Supplies sometimes arrive at the SSA without documentation. Do not process these supplies until they are identified and receipt documents (DD Form 1348-1A or 1348-2 and D6S documentation) are prepared. For identification purposes, get as much of the following information about the item as possible:
(1) Stock number.
(2) Nomenclature.
(3) Unit of issue.

(4) Quantity.
(5) Document number.
(6) Source of supply.
(7) Condition code.
(8) Transportation control number.

b. Check with stock control section personnel. They may have an advance copy of the receipt document or other information to help identify the item. If so, use it to prepare a DD Form 1348-1A or 1348-2A and process the receipt.

c. If no information is available at the stock control section, check the package or container in which the item was received. Prepare a DD Form 1348-1A or 1348-2A from these package markings. Process the receipt to the storage section.

8.8 DOCUMENTING DISCREPANCIES

Discrepancies noted during the process of receiving supplies must be reviewed by the SRO or a designated representative. When the discrepancy has been verified, explain it on the receipt document.

a. Report shipping type (item) discrepancies, packaging discrepancies, and discrepancies in parcel post shipments on an SF 364 (Report of Discrepancy), under AR 735-11-2. The purpose of reporting discrepancies is to find the cause, take corrective action, and prevent a recurrence.

b. Report transportation-type discrepancies in shipments under AR 55-38. Shortages of CCI will require an incident report per AR 380-40(O) and DA Pam 25-380-2(O).

9.0 ADJUSTMENTS AND INVENTORIES

9.1 ADJUSTMENTS

An adjustment is any change to the recorded balance that is not the result of any of the following: a correction (chap 3); receipt (chap 8); issue (chap 10); turn in (chap 14); or shipment (chap 16).

a. Correct posting errors when discovered as shown in chapter 3. These posting errors are not adjustments; they are corrections.

b. Four adjustments that need not be the result of an inventory are shown below. They can be made as the result of an inventory; however, this is not mandatory. These adjustments normally are made as they occur. The reasons are as follows:
(1) Assembly or disassembly.
(2) Stock number or unit of issue change.
(3) Condition changes due to acts of God, enemy action, fire, major disaster, repair, shelf-life, or suspension. Adjust condition changes due to other causes using AR 735-5.

(4) Re-identification of an improperly identified item.

c. Two adjustments that can only be the result of an inventory are listed below.
(1) Correction of undiscovered posting errors.
(2) Correction of operational gains and losses. d. Special inventory, reporting and adjustment procedures for classified COMSEC equipment and keying materiel are contained in AR 380-40(O) and TB 380-41.

9.2 ASSEMBLY OR DISASSEMBLY

When an end item is assembled or disassembled, a DA Form 444 (Inventory Adjustment Report (IAR)) is used as the voucher recording the change. The end item being assembled or disassembled will be the first item listed. An end item being assembled is posted as a gain. An end item being disassembled is posted as a loss. List all components, regardless of unit price, after the end item being assembled or disassembled. Components being assembled are posted as losses. Components being disassembled are posted as gains. Cite the publication controlling the configuration of the end item being assembled or disassembled on the reverse side of the form. Also, cite the document authorizing the assembly or disassembly on the reverse side of the form. DA Form 444 will also be referenced as IAR throughout this manual.

a. When assembly or disassembly is authorized by HQDA, the Army class manager, or the MACOM commander, approval of the IAR by the SSA commander is not needed. Prepare only one copy of the DA Form 444. After this copy is signed by the SRO, post it to the accounting record and file it in the completed voucher file.

b. Detailed instructions for preparing DA Form 444 are found in paragraph 9-13. (A sample assembly IAR (DA Form 444) is shown in fig 9-1. A sample disassembly IAR (DA Form 444) is shown in fig 9-2.)

9.3 STOCK NUMBER OR UNIT OF ISSUE CHANGES THAT AFFECT THE BALANCE ON HAND

When the stock number or unit of issue of an item changes, use an IAR as the voucher recording the change. List the item as it is now recorded using an odd item number. (Item number refers to the IAR column title.) Post odd numbered items as losses. List the item as it is to be recorded using the sequential even item number. Post even numbered items as gains. Cite the cataloging publication authorizing the change on the reverse side of DA Form 444.

a. Inventory Adjustment Reports recording stock number or unit of issue changes are authorized by cataloging publications. Because of this, approval of the SSA commander is not needed. Prepare only one copy of the DA Form 444. After this, the SRO signs the copy. Post it to the accounting record and file in the complete voucher file.

b. Detailed instructions for preparing DA Form 444 are in paragraph 9-13. (A sample stock number or unit of issue change IAR (DA Form 444) is shown in fig 9-3.)

9.4 CONDITION CHANGES

When the condition of an item changes due to an act of God, enemy action, fire, major disaster, shelf-life, or suspension use an IAR as the voucher recording the change. As an exception to this, a DA Form 2407 is used as the voucher recording condition changes for reparables repaired by the maintenance activity for return to stock. Adjust condition changes due to other causes using AR 735-5.

a. When inspection of stock on hand reveals a change in the condition of supplies and immediate reclassification is—
(1) Possible, the storage section will use an IAR to report the change to the stock control section.
(2) Not possible, the storage section will send an IAR, transferring the stock into supply condition code J (suspended-in stock), to the stock control section. Reclassification or repair is requested by the storage section on a DA Form 2407 prepared under DA Pam 738-750 as directed by stock control section personnel. As maintenance actions are completed, the storage section personnel will use other IARs to report results to the stock control section.

b. List the item as it is now recorded using an odd item number. Post odd-numbered items as losses. List the item as it is to be recorded using the sequential even item number. Post even-numbered items as gains. Do not use the IAR's recorded balance and quantity inventoried columns for condition changes. AR 710-2 authorizes condition changes; it will be cited on the reverse side of DA Form 444.

c. IARs recording condition changes are authorized by AR 710-2; therefore, SSA commander approval is not needed. Prepare only one copy of the DA Form 444. After this copy is signed by the SRO, post it to the accounting records and file in the completed voucher file.

d. Detailed instructions for preparing DA Form 444 are in paragraph 9-13. (A sample condition change IAR (DA Form 444) is shown in fig 9-4.)
(3) The SAA or designated representative must make a final fair wear and tear (FWT) determination of the items on the DA Form 444.
(a) When the items are determined to be unserviceable because of FWT, enter the following statement on the DA Form 444: "The items listed were rendered unserviceable due to fair wear and tear." This statement will be signed by the SAA or designated representative.

9.5 RE-IDENTIFICATION

When inspection reveals that an item has been misidentified, storage section personnel will use an IAR to report the change to stock control section personnel. The stock control section uses this IAR as the voucher recording the change. List the item as it is now recorded using an odd item number. Post odd-numbered items as losses. List the item as it is to be recorded using the sequential even item number. Post even-numbered items as gains. The IAR's recorded balance and quantity inventoried columns are not used for re-identification. AR 710-2 authorizes re-identification; cite it on the reverse side of the DA Form 444.

a. IARs recording re-identification are authorized by AR 710-2. Because of this, SSA commander approval is not needed. Prepare only one copy of the DA Form 444. After this copy is signed by the SRO, post it to the accounting records and file in the completed voucher file.

b. Detailed instructions for preparing DA Form 444 are in paragraph 9-13. (A sample re-identification IAR (DA Form 444) is shown in fig 9-5.)

9.6 INVENTORIES

Perform inventories in a systematic and thorough manner. Otherwise, undiscovered posting errors and operational gains and losses will be compounded. Inventories correct these mistakes by bringing the stock accounting records into line with the true stock position. Inventories will be conducted in a manner that ensures each item is verified at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory.

9.7 INVENTORY TYPES

Inventory types are identified as follows: Closed: scheduled wall-to-wall; Open: scheduled cyclic; or special.

a. A scheduled wall-to-wall inventory (closed) is the counting of all items located within an account as of a scheduled date. During the counting period, close the SSA for routine business. Process only PD 01-03 and NMCS transactions during the count. Hold UND B and C transactions and process after completing the inventory. The SSA commander may close the SSA for not more than 5 work days to conduct the count. The support command or installation commander may selectively authorize additional count days. In the ARNGUS/USAR, 10 work days are allowed to complete the count. A 10-day extension may be approved by the State Adjutant General (AG)/MUSARC. This time does not include preinventory and postinventory actions which must be completed while the SSA remains operational.

b. A scheduled cyclic inventory (open), is the counting of some part of an account's assets during a given period of time. Each group of items must be scheduled so that all of the account's assets are inventoried in their prescribed frequency. During the counting period, the SSA is open for business. Transactions for all items not under inventory are processed normally. PD 01-03 and NMCS transactions for the items in inventory also are processed. Hold UND B and C transactions for the items in inventory and process after completing the inventory.

c. A special inventory is the counting of selected items for a specific reason. All SSAs may be required to conduct special inventories. During the counting period, the SSA remains operational. Hold and process all transactions for the lines under inventory until after the inventory has been completed. Process all other transactions normally. Special inventories are not scheduled. They are conducted when—
(1) A credit balance is recorded (negative balance).
(2) An MRD or disposal release denial (DRD) is processed.
(3) A location survey finds an item in an unrecorded location.
(4) A location survey finds an item in the wrong location.
(5) Evidence shows an illegal forced entry into a warehouse. When this occurs, all items stored in the warehouse must be inventoried. The SSA commander will decide, according to the situation, which transactions the SSA will process and the period during which the SSA may be nonoperational.
(6) Directed by the SRO, SSA commander, or other commander in the SSA's chain of command.

d. Regardless of the type of inventory method selected, inventory quarterly by serial number (or monthly under AR 40-61 for CIIC Q and R items) all sensitive and pilferable items (CIIC 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, and night vision devices with a CIIC of Y (including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104). The physical count of these items conducted when key custody is transferred between individuals does not qualify as a quarterly sensitive items inventory.

e. A location survey (a verification of the recorded location data with the physical location of the assets), will be conducted before a wall to wall inventory. SSA conducting cyclic inventories in lieu of shut down inventories will conduct a location survey annually.
(1) A perpetual location survey may be used in lieu of the surveys described above. In a perpetual survey, each location is surveyed at least once a year and the surveys are spread throughout the 12 months of the year instead of being done in one month.
(2) The DA standard location accuracy will be maintained as prescribed by AR 710-2, paragraph 1-19*h* and table 1-7. A plan will be developed prior to the start of the location survey. This plan should contain the following details; Cutoff, starting and completion dates, mutually agreed upon by the warehousing, inventory and stock control activities. Review and updating of SOP if necessary. Designation of a survey control activity. Preparation of distribution of survey work cards and location survey listings. Reporting, verification and control requirements.

f. Sample inventories are not permitted.

g. Each SSA will publish an annual inventory schedule. It will show inventory dates and the date items are to be inventoried.

h. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory.

9.8 PREINVENTORY PROCEDURES

Before an inventory is conducted, complete the following actions:

a. SRO sets an inventory cutoff date and assigns a voucher number. The cutoff date is the day the count begins. The voucher number's document date must be the inventory cutoff date.

b. For wall-to-wall inventories, notify customer units of the following:
(1) Dates of the inventory.
(2) Transactions that will or will not be routinely processed.

c. Establish cutoff controls for receipts. Receiving section personnel mark the receipt document for each shipment or turn-in received before the cutoff BEFORE INVENTORY and processes the receipt. After cutoff, all shipments and turn-ins received are frozen. Their receipt documents are marked AFTER INVENTORY and held. Completely all receipts marked BEFORE INVENTORY will be processed before the inventory. SRO will specify the period during which receipt documents either can be marked or receipt processing becomes frozen for lines in inventory.

d. Cutoff controls for MRO will be set up. Stock control section personnel will not make MROs after the cutoff except for PD 01-03 and NMCS transactions. Storage section personnel must complete processing of all MROs that were issued by the cutoff before the count begins.

e. Do not process any DA Form 2407 to or from maintenance until the inventory is completed.

f. If receipts and issues of items under inventory are not tightly controlled, the inventory may be in error. Therefore, SRO must make sure that stock control section and storage section personnel coordinate to accurately process PD 01-03 and NMCS receipts and requests during the inventory.

g. Prepare inventory count cards. Stock control section personnel will make a DA Form 2000-3 (Installation Inventory Count Card) for each line to be inventoried including zero balances. Prepare additional serially numbered cards for inventory of unrecorded assets. Assign each card a serial number from 0001 through 9999. (A sample DA Form 2000-3 is shown in fig 9-6.) Prepare DA Form 2000-3 as follows:
(1) Document identifier in cc 1-3 is not used manually.
(2) Location in cc 8-12 is left blank by stock control section personnel.
(3) Enter stock number in cc 14-28; (leave blank in additional cards for unrecorded assets).
(4) Enter supply condition in cc 32; "S"—is serviceable, "U"—is unserviceable. Leave blank in cards for unrecorded assets.
(5) Enter unit of issue in cc 33-34; leave blank in cards for unrecorded assets.
(6) Enter item noun in cc 38-47; leave blank in cards for unrecorded assets.

(7) Enter count card serial number in cc 51-54.
(8) Enter count number in cc 55.
(9) Enter inventory voucher number in cc 57-70.

h. Prepare inventory count card control lists. Make two copies of the list. SRO uses one copy and inventory supervisor uses the other.
(1) Listings show voucher number, inventory count card number, item noun, stock number, location, unit price, SEC, and recorded balance.
(2) Leave unit price and recorded balance blank on second copy. This is for use by the inventory supervisor.
(3) Sample inventory count card control list is shown in figure 9-7.

i. Send count card deck and both copies of count card control list to the storage section so that storage section personnel may prepare for the inventory. Locator clerk enters location data in cc 8-12 of each card and in location column of both lists. Also, locator clerk checks for locator cards showing valid multiple locations for which count cards had not been prepared. When one is found, complete the next serially numbered blank count card with stock number, supply condition code, unit of issue, item noun, and location.

j. Storage section personnel return the count card deck and both copies of count card control list to SRO. SRO keeps original count card control list (with unit price and recorded balance shown); the SRO gives copy count card control list (with unit price and recorded balance blank) and count card deck to inventory supervisor. The count may now begin. (A sample count card is shown in fig 9-6. A sample count card control list is shown in fig 9-7. Both are shown as they look before the count begins.)

9.9 CONDUCTING THE COUNT

After completing preinventory actions, stock is physically counted by count teams under direction of the inventory supervisor. The inventory supervisor, assigned by the SRO, assigns personnel to the count teams and distributes and controls the count cards.

a. Inventory supervisor gives count cards to the count teams. Names of team members assigned specific blocks of serial numbers are recorded on the count card control listing.

b. Two people are assigned to each count team. The counter orally states the location, stock number, unit of issue, and the count. The recorder records the entries on the DA Form 2000-3. Counter and recorder sign and date the DA Form 2000-3 in the space provided when the count is complete. (This is shown in fig 9-8.) Count team personnel notify inventory supervisor when all counts have been made. Count team returns count card to inventory supervisor.

c. The inventory supervisor accounts for all count cards by serial number and reviews them to make sure that they are complete. If a count card is missing and cannot be found, a duplicate will be made from the count card control list data; then the item will be counted. After the inventory supervisor accounts for all count cards and is sure that they are correct, the count card deck and the count card control list will be sent to the SRO.

9.10 ACCEPTING COUNTS AND RECOUNTS

SROs receive count cards and check off serial numbers received on their count card control list. Enter the unit price and recorded quantity from the count card control list in the space provided on the count card. Compute and enter quantity and value over or short on the count card. (This is shown in fig 9-9.)

a. The SRO will resolve differences between counted quantity and recorded quantity, if possible. The SRO must review all DA Forms 2407 to account for the following:
(1) Items sent to maintenance for repair.
(2) Items not returned by maintenance for NSNs under inventory.

b. The SRO accepts the first count when—
(1) Counted quantity and recorded quantity agree.
(2) Adjustment value is $50 or less and the item's CIIC is other than 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or the item is a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732,Y03104.

c. If adjustment is greater than $50 or has a CIIC of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R or the item is a night vision device with an CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104, the item must be recounted by a count team other than the one that made the previous count. Record each recount on a new DA Form 2000-3. Prepare and furnish the necessary forms and listings to the inventory supervisor for each recount. Recount count cards are controlled under the same count card serial number assigned during the first count. However, each recount is consecutively numbered 2, 3, 4, and so forth.

d. The SRO accepts a recount when—
(1) Counted quantity agrees with recorded quantity.
(2) Adjustment value is $50 or less and the items CIIC is other than 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or the item is a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104.
(3) Any two counts agree.

9.11 INVENTORY ADJUSTMENT

After a count has been accepted for each item inventoried, the following actions will be completed:

a. Post inventory from the DA Form 2000-3 to the DA Form 1296 (as shown in fig 9-10).
(1) Use the next available line.

(2) Enter Julian date in the posting date column.
(3) Enter inventory voucher number in the DODAAC and date/serial columns.
(4) Enter abbreviation “INV” above DODAAC in the DODAAC column.
(5) Leave demand columns blank.
(6) Enter inventory overage in the gain column or inventory shortage in the loss column. If no overage or shortage is shown, leave blank.
(7) Compute new balance by adding a gain to, or subtracting a loss from, the previous balance. Record the result in the balance column. Note that it must agree with the accepted count.

b. Prepare an IAR (DA Form 444) in three copies. Automated stock record accounts may use the computer-generated adjustment report in lieu of DA Form 444 as long as all necessary data elements are contained therein. The following adjustments are reportable:
(1) All adjustments greater than $50 in value.
(2) All adjustments to any NSN having a CIIC of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or for a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, and Y03104. Shortages of CCI will also be reported per DA PAM 25-380-2(O).

c. After the IAR Form is prepared, file all accepted inventory count cards in the completed voucher file.

9.12 PREPARING DA FORM 444

Prepare DA Form 444. Essential elements of data for the IAR. These elements must be included in automated IAR forms.

a. SSA. Enter the SSA’s title, operating organization, and UIC.

b. MATCAT. Stock funded SSAs enter the MATCAT code. All other SSAs leave blank.

c. Voucher number. Enter the document number assigned to the IAR.
(1) DODAAC. Enter the DODAAC assigned as the stock record account serial number.
(2) Date. Enter the Julian date.
(3) Serial. Enter the next unused serial number for the date.

d. Total number of items. Enter the last item number listed in the item column.

e. IAR reason. Enter the reason why the IAR was made, as follows:
(1) Assembly. Enter if an item is being assembled.
(2) Disassembly. Enter if an item is being disassembled.
(3) Stock number or UI change. Enter if either a stock number or UI or both are being changed.
(4) Condition change. Enter if a supply condition is being changed. Also, enter either act of God, fire, major disaster, repair, shelf life, or suspense as appropriate.

(5) Re-identification. Enter if an improperly identified item is being re-identified.
(6) Inventory. Enter if the IAR is the result of an inventory.

f. Station. Enter the SSA's physical location.

g. Count card location. If the IAR reason (see e above) is "inventory" enter the name and place where the count cards are filed. If the IAR reason is other than "inventory" leave this block blank.

h. Item column. Number each item sequentially starting with 1.

i. Stock number column. Enter the stock number of the item. If the item is RICC 2 (and 3 in the USAR), enter the LIN on the next line under the item stock number.

j. Item noun. Self-explanatory.

k. COND column. Enter the item's supply condition code.

l. CIIC. Enter the CIIC found in the ARMS Monthly AMDF.

n. Recorded balance column. Enter quantity recorded in the balance column of the stock accounting record. (Leave blank if the IAR reason is condition change or re-identification.)

o. Quantity inventoried. Enter the quantity counted. (Leave blank if the IAR reason is condition change or re-identification.)

p. Post columns. Enter quantity to be posted to the stock accounting record. Use either the gain or loss column, but not both.
(1) Gain. If quantity inventoried is greater than recorded balance, post a gain. Subtract recorded balance from quantity inventoried, enter the result.
(2) Loss. If recorded balance is greater than quantity inventoried, post a loss. Subtract quantity inventoried from recorded balance; enter the result.

q. UI column. Enter the UI recorded on the DA Form 1297.

r. Unit price. Enter unit price found in the ARMS Monthly AMDF.

s. Extended price. Enter total dollar value of the line. Use either gain or loss column corresponding to the post column, but not both. Multiply unit price by posted gain or loss; enter the result in the extended price gain or loss column. After the last line entry, enter the following data:
(1) Total gains FY to date. Enter the total dollar value of all gains reported on all IARs for the fiscal year, including the IAR being prepared (do not include AARs).
(2) Total losses FY to date. Enter the total dollar value of all losses reported on all IARs for the fiscal year to date, including the IAR being prepared (do not include AARs).

(3) Total. Enter the sum of (1) and (2), above. This is the total adjustment FY to date used to determine if the total dollar value of the RO has been exceeded.
(4) Dollar value of stockage allowance. Enter the dollar value of the stockage allowance computed as of the last day of the first month of the fiscal year. For Corps or TAACOM GSSB, the most recent four quarters, "Quarterly Stratification Report" will be used to determine the average RO dollar value of all IARs during the fiscal year.
(5) 21/2 percent of stockage allowance value. Enter the result of the stockage allowance value multiplied by .025.

t. SRO. SRO signs and dates the IAR.

u. SSA commander. Leave blank.

v. Asset report copy sent. This block allows—
(1) The SSA to record the date an asset report was sent to the central data collection point.
(2) The initials of the person sending the report.

w. IAR reviewed. This block allows a commander, in the SSA commander's chain of command, to record review of the IAR. This may be done if commanders wish to review adjustments made within their command.

x. Total dollars. Enter total dollar value of the IAR. Use both columns.
(1) Gain. Add all entries in the extended price gain column; enter the result.
(2) Loss. Add all entries in the extended price loss column; enter the result.

y. Net dollars. Enter the difference between total dollars gain or loss in either gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars.

z. Reverse side. Enter required remarks and any others desired by the SRO or SSA commander.

Table 9-1. Inventory adjustment report.

Use: To document adjustments resulting from an inventory. Used in conjunction with inventory count cards or listings.
Preparation: Manual or Automated
Format: As prescribed in manual or automated procedural publications
File: Voucher Files
Title: In-the-clear SSA address

Title: Account number
Explanation: N/A

Title: Date prepared
Explanation: Explanation: N/A

Title: Item number
Explanation: Consecutive number assigned to each item listed.

Title: Total items on IAR
Explanation: N/A

Title: Stock Number
Explanation: N/A

Title: Physical security/Arms, ammunition and explosives security risk/pilferage code
Explanation: N/A

Title: Item description
Explanation: N/A

Title: Reportable item control code
Explanation: N/A

Title: Unit of issue
Explanation: N/A

Title: Recorded balance
Explanation: N/A

Title: Inventory balance
Explanation: N/A

Title: Quantitative adjustment
Explanation: N/A

Title: Unit prices
Explanation: N/A

Title: Extended price adjustment and totals
Explanation: N/A

Title: Voucher number
Explanation: N/A

Title: Count card location
Explanation: N/A

Title: Last page under subtotal
Explanation: Additional elements of essential information. Total dollar value of gains FY to date. Total dollar value of losses FY to date. Total dollar value of gains and losses FY to date. Value of RO. Dollar value of 21/2 percent of RO.

Title: Signature of accountable officer and date
Explanation: N/A

Title: Signature of approving authority and date approved
Explanation: N/A

9.13 CAUSATIVE RESEARCH

Causative research is an internal investigation done by the SRO to find what caused a specific inventory adjustment. Results of this research must document the reason for adjustment or conclude that the cause could not be found. a. SRO must conduct causative research on IARs when adjustments are for the following:
(1) Items having CIIC of 1-9, $, N, P-R, and Y (night vision devices).

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(2) Item listed having an extended price greater than $500.
(3) When the SRO suspects negligence was the cause.
(4) When directed by the approving authority.
b. When negligence is determined to be the cause, or for adjustments which no cause could be found, the IAR will be supported by action taken under AR 15-6 or AR 735-5.
c. Results of the causative research will be recorded on the reverse side of the IAR form; this will be continued on a separate sheet of paper when needed. Final approval of causative research results rests with the SSA commander. Shortages of COMSEC materiel will be reported as physical insecurities per TB 380-41 or DA PAM 25-380-2(O), as applicable.
d. When an IAR is returned by the approving authority for further research, complete the research within 15 days unless the approving authority grants an extension. The approving authority may grant extensions of up to 30 days.
e. When conducting causative research:
(1) Identify all documents which relate directly to the variance (receipts, issues, dues in, dues out, and adjustments) and obtain copies of the document(s). Use date of last inventory as a starting point for this process.
(2) Use these documents to build a temporary research file for each item.

(3) Compare the documents to actual postings to see if posting errors exist. Check status on due in and due out transactions to find out if actions were completed, but not posted.
(4) Identify the section, department, or branch (that is, break bulk, receipt, issue) responsible for the area where the variance most likely occurred.
(5) Determine at what point the actual administrative error possibly occurred.
(6) Document the circumstances that caused the variance and the procedure used to resolve the error. Make changes in operating procedures to prevent errors responsible for the variance from recurring.
(7) Record a condensed version of the above on the reverse side of the IAR form.
(8) Remove the documents from the temporary research file and refile them in their original location after completing the research.
(9) Causative research will be completed within 30 calendar days following completion of the inventory. Causative research will be conducted at the direction of the accountable officer. The research ends when the cause of variance has been determined or no specific cause can be identified. The accountable officer will decide if action under AR 735-5 is required.

9.14 PROCESSING REPORTABLE ADJUSTMENTS (INVENTORY ADJUSTMENT REPORTS)

Prepare DA Form 444 in an original plus two copies. Automated stock record accounts may use the computer-generated Adjustment Report in lieu of DAForm 444 as long as all necessary data/information is contained therein. For RICC 2 items prepare an original plus three copies. Process the IAR as follows:
a. SRO sends original and first copy to the approving authority within 5 workdays after the date adjustments are posted to the accounting record. For RICC 2 items, send the third copy to the CBS-X central collection activity (CCA) and enter the date the copy was sent to the CCA in the “Asset Report Copy Sent” block. Hold the last copy in the suspense voucher file.
b. Approving authority for IARs is prescribed in AR 735-5.
c. Approving authority will take one of the following actions on the IAR:
(1) Require further research. Approving authority returns original copy of the IAR form unsigned to the SRO. The first copy is put in the approving authority suspense file. Normally only 15 days will be allowed for the SRO to do further research. Approving authority may grant an exception of up to 30 additional days. The IAR form will be returned to the approving authority. The approving authority will take one of the actions in (2), (3), or (4) below.
(2) Approve the adjustment. Approving authority signs and dates the IAR Form in the SSA commander block. The original is returned to the SRO and the first copy is placed in the SSA commander’s file. SRO files the original in the completed voucher file and destroys the second copy.
(3) Require a 15-6 investigation. Approving authority circles the items requiring a 15-6 investigation. He or she will date and sign in the SSA commander’s block and check the

block marked 15-6. Return original to the SRO for filing in the suspense file pending completion of the investigation. Approving authority initiates the investigation under AR 15-6. The first copy will be placed in the approving authority's suspense file pending completion of the investigation.

(4) Require a report of survey. Approving authority circles items requiring a report of survey. Approving authority will date and sign the IAR in the SSA commander's block and check the block marked report of survey. Original will be returned to the SRO and the first copy placed in approving authority's suspense file pending completion of report of survey. Approving authority will initiate the report of survey and use the original as an enclosure. The second copy will be retained in the SRO's suspense file pending completion of the report of survey. Note: in those cases, where AMC SRO and approval authority are in the same building, only one copy of the IAR need be filed, and that will be in the SRO's completed voucher file.

(5) Assign DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) or DA Form 4697 (Department of the Army Report of Survey) the same voucher number as was assigned to the IAR. When completed, send a copy of proceedings or survey to the SRO for filing in the completed voucher file to support the IAR. When the completed investigation is received, SRO will destroy the second copy of the IAR. Report NSN, quantity and serial number adjustments for weapons and CCI to the DODSASP/CCISP, as applicable,
per AR 710-3.

10.0 ISSUING

10.1 ISSUES

Supplies are issued by an SSA in response to a valid request for issue from a customer unit. An SSA may have four sections authorized to issue supplies. They are listed below.

a. Warehouse. Procedures are outlined in this chapter.
b. Reparable exchange activity. Reparable exchange activity (RXA) issue procedures are in chapter 11.
c. Quick supply store. Quick supply store issue procedures are in chapter 12.
d. Self-service supply center. Self-service supply center (SSSC) issue procedures are in chapter 13.

10.2 WAREHOUSE ISSUE METHODS

Warehouse issues of items in stock are processed in one of two ways. These are shown below.

a. Prepost. Prepost transactions are those where the stock accounting record is credited (posted) before on hand stocks are made available for issue.
b. Postpost. Postpost transactions are those where on hand stocks are issued before the stock accounting record is credited (posted).

10.3 PROCESSING MROS—DIC A5-SERIES

MROs are received from the stock control section. Three MRO documents are used, as follows: DA Form 2765-1 (shown in fig 10-1). DD Form 1348-1A (shown in fig 10-2); and DD Form 1348-6 (shown in fig 10-3). Form 2765-1 or DD Form 1348-6 are used as an MRO to issue items in stock. DD Form 1348-1A or 1348-2 is used as an MRO to issue items that were not available when the request was processed; this does not apply to release of items back-ordered. On receipt of an MRO take the following actions:
a. For items in stock do the following:
(1) Post the location data. Obtain storage locations from the locator file kept in the storage section. Enter all locations on the MRO in block C of DA Form 2765-1. (If DD Form 1348-6 is used, enter locations on the reverse side.)
(2) Post the issue (released) quantity. Quantity to be issued (released) will be inserted in block Q of DA Form 2765-1. (If DD Form 1348-6 is used, enter quantity issued in block 10 or on the reverse side.)
(3) Pick the stock. Compare the MRO data with the data shown on the bin or stock tag and the actual materiel in the location. Make sure the correct item is selected. Remove the quantity shown in block Q of DA Form 2765-1 (block 10 of DD 1348-6 or reverse side if not sufficient space in block 10) from the location and move it to the issue area. Pick stock from as many locations as necessary to fill the MRO. When the MRO is filled,

take the action in (4) below. When all locations annotated on the MRO have been checked and only a part of the MRO quantity is available for issue, process the MRO quantity for the available quantity and an MRD (see para 10-5) for the quantity not available. For a partial MRO, line out the quantity released in block Q of DA Form 2765-1 (block 10 or reverse side of DD Form 1348-6) and enter quantity actually issued. Quantity denied (due-out quantity) is entered in block R of DA Form 2765-1. (Quantity denied is entered on the reverse side of DD Form 1348-6.)
(4) Make the issue. Julian date and initials of the person making the supplies available for issue are placed in block U of DA Form 2765-1 (reverse side of DD Form 1348-6). (This is shown in fig 10-4.) Move the posted MRO and materiel to be issued to the customer pickup point. For bulk, sensitive, or pilferable items, only the posted MRO may be placed at the customer pickup point. Bulk, sensitive, or pilferable items will be brought to the pickup point only when the customer is at the pickup point.
b. Items not available when the request was processed (items from the receiving section with a copy of DD Form 1348-1A or 1348-2), will be placed in a temporary holding area at the issue section until an MRO is received from the stock control section. When the MRO is received, process the issue. Julian date and signature of the person receiving the supplies are placed in block 1 of DD Form 1348-1A or 1348-2 (as shown in fig 10-5). Move posted MRO and materiel issued to the customer pickup point. For bulk, sensitive, or pilferable items, only the posted MRO may be placed at the customer pickup point. When the customer arrives, issue the bulk, sensitive, or pilferable items.
c. For items requiring a signature, two copies of an MRO will be received from the stock control section. For CIIC N items, the CIIC will be in block H of DA Form 2765-1 or block 27 of DD Form 1348-1A or 1348-2. Serial numbers for CIIC N and 9 end items are written in ink on the back of the MRO by the person picking the items. The customer's signature is required on both copies of the MRO. The customer will mark the quantity received and the Julian date and will sign both copies of the MRO; these will be put in blocks S and V of DA Form 2765-1 (as shown in fig 10-6, or in block 22 and 23 of DD Form 1348-1A or 1348-2 (as shown in fig 10-7). The customer's signature shows that the serial numbers recorded on the back of the MRO are correct. Return one copy of the signed MRO to the stock control section. Before sending the MRO to the stock control section, change the DIC A5-series (MRO) to DIC AR0 (MRC).

10.4 TIMES FOR PROCESSING MROS

The time for processing MROs depends on the PD of the request. The time begins when the MRO is received from the stock control section.
a. Process PD 01 through 08 MROs within 24 hours from the time they are received. Process these MROs on a 7-day workweek, 24-hour workday basis.
b. Process PD 09-15 MROs within 2 work days from the date they are received. Process these MROs on a regular workweek, regular shift workday basis.

10.5 PROCESSING MRDS—DIC A6-SERIES

MRDs are used when the quantity on hand is too low to satisfy the quantity needed for release. The MRD may be for part or for all of the released quantity. Send MRDs to the stock control section.

a. When part of the released quantity is not available for issue, prepare an MRD for the quantity denied (see AR 725-50). Continue processing the MRO for the quantity available for issue under paragraph 10-3.

b. When total quantity released is not available for issue, convert the MRO to an MRD. Line through the DIC A5-series. Enter DIC A6 in block D, DA Form 2765-1 (as shown in fig 10-8).

10.6 STOCK SELECTION METHODS

a. Progressive (first in/first out). Select stock on the basis that the first item to enter the warehouse is the first item to leave the warehouse. Use this method for all items with a shelf-life item code of zero.

b. Selective (oldest items first). Select stock on the basis that the oldest date of pack is the first to leave the warehouse. Issue items with an expiration date closest to the date of selection first. Use this method for all items with a shelf-life item code other than zero, unless the MRO has advice code 2G in the advice block (cc 65-66). Advice code 2G requests that items with the newest date of pack be issued.

c. Selecting stock. When selecting stock for issue, the condition of an item may have changed or an item may have been improperly identified. These are reasons for adjustments to the stock accounting records. (See chap 9.) If the MRO is for an item that needs adjustment action, an MRD will be prepared. Notify the storage supervisor of the reason for the denial. Make the MRO an MRD. Enter one of the following management codes in cc 72 (or reverse side of DD Form 1348-6) of the MRD:

(1) Management code 2 for materiel not available in condition requested.

(2) Management code 3 for materiel not available in proper shelf-life.

(3) Management code 5 for materiel being re-identified.

10.7 CUSTOMER NOTIFICATION

The SRO notifies customers when materiel is available for issue. Customer units will be notified promptly when supplies requested on a PD 01-03 or NMCS are available for issue.

10.8 CUSTOMER IDENTIFICATION

Personnel of each issue point must keep a file of current assumption of command order or property book officer (PBO) appointment for each customer unit. Note: Customers may elect to use the DA Form 5977. See DA Pam 710-2-1, paragraph 2-32, for information concerning the card. File current copies of DA Form 1687 for each customer unit. Storage activities will use this file to verify authority and identity of each person picking up supplies. Valid identification is a U.S. Government identification card or other card with picture and signature. This verification will be made before the supplies are issued. The signature of the customer representative will be obtained for items with CIIC of 1-9, $, N, P, Q, R, or Y (night vision devices) and all items requiring property book accountability.

16.0 SHIPPING

16.1 SHIPMENTS

Shipments move items between SSAs and storage sites and to property disposal. Release of an item to a customer unit normally is not a shipment; it is an issue transaction governed by chapter 10.
a. Storing activities will receive an MRO when the stock is being shipped to another SSA or being moved between storage sites.
b. Storing activities will receive a DRO when the stock is being transferred to the supporting DRMO.
c. Transport ARI items by the fastest mode available. Do not hold ARI for truckload or organic military air shipments. Ship ARI by the earliest transportation available.

16.2 RECEIVING THE RELEASE ORDER

Materiel release orders and DROs are made on DD Form 1348-1A or 1348-2.
a. Storing activities in decentralized SSAs will receive release orders by mail or courier. The container or envelope will be marked “MILSTRIP.”
b. Storing activities in centralized SSAs will receive release orders as directed by the SRO.

16.3 PLANNING THE SHIPMENT

Storage and shipping section personnel of the storing activity must jointly plan each shipment. As a minimum, the following performance standards must be met:

a. Release orders having PD 01-03 or that are NMCS must be available to the carrier not more than 24 hours after their receipt by the storing activity. This will be based on a 24-hour workday, 7-day workweek.

b. Release orders having PD 04-08 that are not NMCS must be available to the carrier not more than 2 regular workdays after their receipt by the storing activity.

c. Release orders having PD 09-15 must be available to the carrier not more than 4 regular workdays after their receipt by the storing activity.

16.4 PICKING THE STOCK

Location information will be entered on the release order (block F, DD Form 1348-1) by the storage section before it is sent to the storage area for stock selection. The MRO (as shown in fig 16-1), or the DRO (as shown in fig 16-2), will be used to pick the stock.

a. Use stock selection methods and stock issue sequences found in chapter 10 when picking stock for shipment.
b. After selecting stock, the picking clerk will process the DD Form 1348-1 as follows:
(1) Enter actual quantity picked in block Q.
(2) Enter management code giving the reason for the denial in block R (if a quantity is denied). Management codes are in AR 725-50, appendix C.
(3) Enter the last name and the Julian date in block 1.
(4) Send the stock along with all copies of the DD Form 1348-1 to the shipping section.
(5) Figure 16-3 shows the MRO and figure 16-4 shows the DRO after they have been processed by the picking clerk.

16.5 PREPARING AND TRANSMITTING THE RELEASE DENIAL

Make a release denial when quantity picked (block Q, DD Form 1348-1) is less than that ordered (cc 25-29, DD Form 1348-1). Materiel release denial and DRDs are made on DD Form 1348-1.

a. If the release order is an MRO, make an MRD. (Use the format given in AR 725-50, app E, and in fig 16-5.)

b. If the release order is a DRO, make a DRD. (Use the format given in AR 725-50, app E, and shown in fig 16-6.)

c. Send the release denial to the stock control section. Use the method in paragraph 16-2 which was used by the stock control section to send the release order. If the release order was received telephonically, do not confirm it by follow-on documents. Do not delay release denials for consolidated dispatch. Instead, expedite them in the next scheduled dispatch to the stock control section.

d. Special inventories will be made as the result of release denials. Special inventory procedures are found in chapter 9.

16.6 PACKING THE STOCK

Pack supplies being shipped under TM 38-230-2. Shipping section personnel will pack items being shipped and process the DD Form 1348-1.

a. Before packing the items, the packer will separate copies number 2 (first carbon) and number 3 (second carbon) from the DD Form 1348-1. Place these copies inside the number 1 shipping container along with the item being shipped.

b. After packing the items, the packer will process the DD Form 1348-1 as follows:
(1) Enter the last name and Julian date in block 4.
(2) Enter type of container in block 2.
(3) Enter number of containers in block 5.
(4) Enter total shipment weight in block 3.
(5) Enter total shipment cube in block 6.
(6) Separate copy number 4 (third carbon) from the DD Form 1348-1. Insert this copy in an envelope (described in table 16-1). Attach the envelope to the outside of the number 1 shipping container.
(7) Send the DD Form 1348-1 (now minus copies 2, 3, and 4) to the shipping clerk.

c. When shipping ARIs, mark all documents and containers “ARI.” Segregate ARIs from other items in the same shipment. Do not include ARIs in multipacks with non-ARIs.

(1) When shipping CCI, mark all documents and exterior shipping containers “CCI” in block letters. Segregate CCI from other items and do not include CCI in multi-packs with non-CCI materiel. (See DA Pam 25-380-2(O).)
(2) The shipment of COMSEC materiel will be documented on a SF 153 in accordance with the instructions in TB 380-41. A SF 153 must accompany the equipment through COMSEC logistics channels.

16.7 TRANSPORTATION

The shipping clerk will arrange for either organic transportation or transportation support.
a. When organic transportation is used, the following apply:
(1) Do not use transportation documents.
(2) The shipping clerk will separate copy number 6 (fifth carbon) from the DD Form 1348-1 and give it to the carrier to be used as a manifest.

b. When transportation support is used, the shipping clerk will do the following:
(1) Prepare transportation documents under instructions provided by the supporting transportation officer.
(2) Separate copy number 6 (fifth carbon) from the DD Form 1348-1 and use it as instructed by the transportation officer.

c. After releasing the shipment to the carrier, the shipping clerk will complete the DD Form 1348-1 as follows:
(1) Enter the date shipped (released) in block 12.
(2) Enter in block 14 any of the following shipment numbers: transportation control number (TCN); Government bill of lading (GBL) number; commercial bill of lading (CBL) number; air way bill (AWB) number; insured parcel post number; registered parcel post number; aircraft tail number; motor vehicle bumper number; or any other shipment number.

16.8 SHIPMENT CONFIRMATION

The shipping clerk will confirm the shipment by making final distribution of the DD Form 1348-1 as follows:
a. Separate copy number 5 (fourth carbon) from the DD Form 1348-1. Mail it to the in-the-clear address shown in block B, except for DRO shipment. For DRO shipment, stock control section personnel will send shipment status card (DIC AS3). (See AR 725-50, under chap 8).

b. Send copy number 1 (original) to the stock control section.

c. Shipments of COMSEC/CCI materiel require special handling, transportation methods and shipment documentation per TB 380-41 and DA Pam 25-380-2.

19.0 VALIDATION AND RECONCILIATION

19.1 GENERAL

a. SSAs are required to have customer units validate and reconcile open supply requests each month; this is done quarterly in the ARNGUS and USAR. SSAs also are required to validate all requisitions not previously validated by the customer unit and reconcile all requisitions sent to the next higher supply source each month; again, this is done quarterly in the ARNGUS and USAR.

b. This chapter prescribes responsibilities and procedures for the Standard Army Validation and Reconciliation (SAVAR) Program, and prescribes the validation process at the customer level. It also prescribes procedures on performing periodic reconciliations at all levels of the Army supply system. These procedures will improve readiness and sustainability by keeping a more credible data base, ensure recognition of the customer as the driving element within the system, minimize the manual effort required at the customer level, provide management and command visibility of the process.

c. The retail SSA segment of the SAVAR process consists of both a monthly tops-down type validation and reconciliation cycle of dues out with the supported customer and a monthly bottoms-up type reconciliation with the intermediate level SSA. These functions have standard automated programs. Although both are part of the SAVAR process, they are independent actions and the start of one is not contingent upon completion of the other.

19.11 RECONCILIATION PROCESSING

a. Reconciliation data submitted by the intermediate level SSA will be received between the 15th and 21st of each month (except MOV months). The data, in follow-up format (DIC AF, AK, AT) will be received at LCA through AUTODIN under cover of a reconciliation control card, DIC BEW. The initial LCA action will be to review the BEW card for errors such as wrong cutoff date, run date or batch count. Cards with errors will be rejected with the entire batch for off-line correction if possible. After correction, the batch will again be entered into the system and the BEW card processed to a batch control register. When batches are missing, LCA will notify the submitting activity and of the scheduled reconciliation month.

b. After the 21st of each month, LCA will match all intermediate level reconciliation follow-up transactions against the LIF. If any follow-up transaction does not match the LCA LIF by document number or quantity, and the DIC is not an ATE (for domestic shipment with exception data) or AT5, (for overseas shipment with exception data) LCA will forward to the wholesale SOS. There may be occasions when LCA has a reconcilable record on the LIF for which no follow-up was received. In such cases, if request resubmission to LCA provided this can be accomplished no later than the 21st status has been previously received, LCA will generate a follow-up to the wholesale SOS as if the submitting SSA had generated it. LCA will provide a microfiche of mismatches to the submitting activity. For field legends on LCA LIF refer to LCA Pam 725-1. The LCA system allows for supply actions that may have occurred subsequent to the date of generation of the reconciliation follow-up transactions as provided in cc45-49 of the DIC BEW. LCA will receive an image from DAAS of the status responses provided by the SOS back to the submitting activity, thereby updating the LIF with the latest status.